


Accessing Microsoft Teams recordings

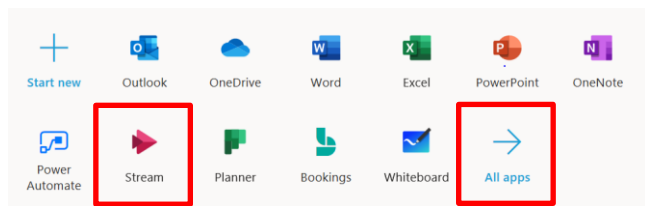
Using Microsoft Stream

The owner of the recording can download, edit permissions and share content using Microsoft Stream.

Note: You are the owner of the recording if you have chosen to press record during the meeting.

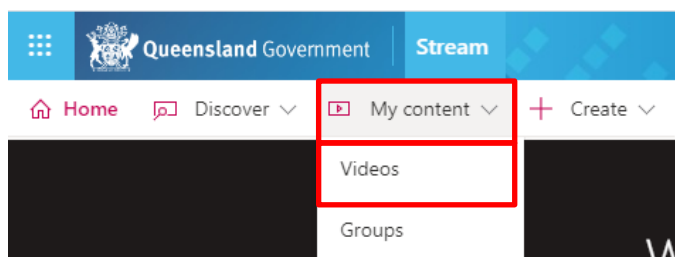
Accessing Microsoft Stream

1. Open the **Office 365** by:
 - a. Selecting the **Office 365** icon on your desktop.
 
 - b. Or going to the [Office 365](#) website.
2. Log into **Office 365** using the account using your Queensland Health email and password.
3. Select the **Stream** application. If it is not in your frequently used apps, select **All apps** and select the Stream icon.

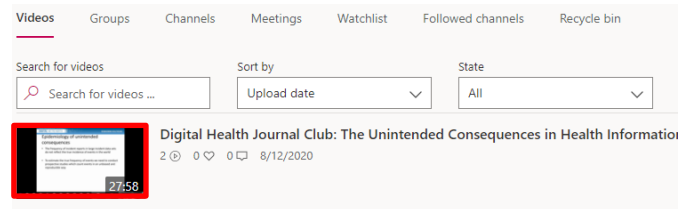


Viewing your recording

1. Once you have logged into *Microsoft Stream*, select **My Content** in the toolbar, from the drop down select **Videos**.



2. Your list of recordings will display, from this list click on the thumbnail you wish to review.



3. The recording will open within *Microsoft Stream*, where you can review the video by selecting **Play**. In the settings, **Playback Speed** can also be modified.

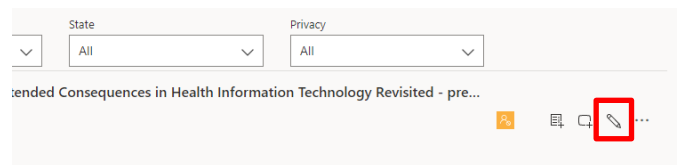


Note: If you share your video recording, it will only be viewable by authorised users within Queensland Health.

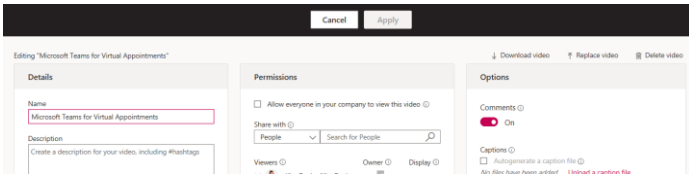
Updating Video Details

In *Microsoft Stream*, you can update the details, options and permissions of the video.

1. Go to **My Content** in the toolbar, from the drop down select **Videos**. To the right of your desired video thumbnail select the **pencil icon**.

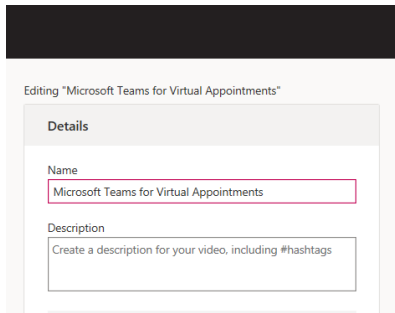


2. You will be taken to the video details page.



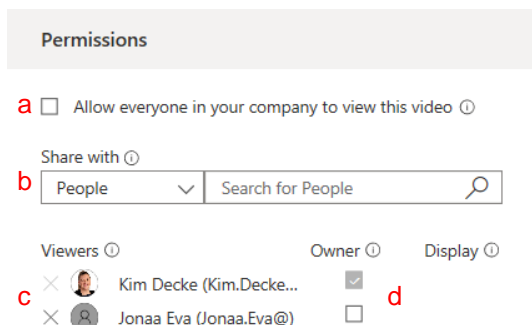
Updating Details

1. Select the text field to update the Name and/ or description of your video.



Modifying Permissions

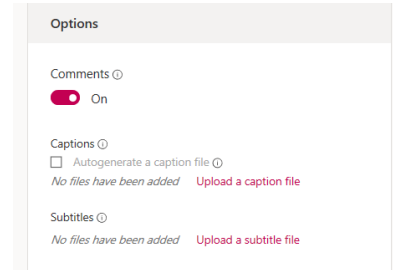
1. In the video details, different video details can be set:
 - a. **Allow everyone in your company to access this video:** Anyone in Queensland Health can view the video.
 - b. **Share with:** Specific people from your organisation by searching their name.
 - c. To remove people from the video view, select the **X** beside their name.
 - d. Select if you would like viewers to be an 'Owner' of the recording. As an Owner they can also edit video details.



Setting Options

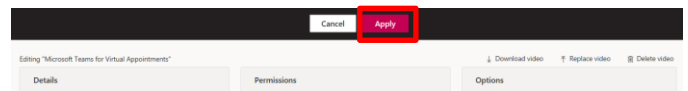
Under options you can choose to:

- Enable comments
- Upload captions
- Upload subtitles



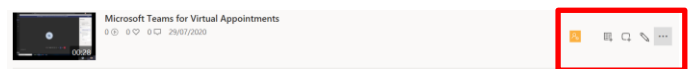
Applying changes

Once video details have been updated, select **Apply** for changes to take effect.



More actions

1. To the right of your video recording thumbnail, select the **three dots** for **More actions**.



2. From the **More Actions** dropdown box you can select to:
 - a. Share: Create a shareable link to video.
 - b. Replace video: To replace video with a different video recording.
 - c. Delete: Remove the video from Microsoft Stream.
 - d. Trim Video: Edit and remove sections of the recording.
 - e. Download video: Download the recording as a video file.

