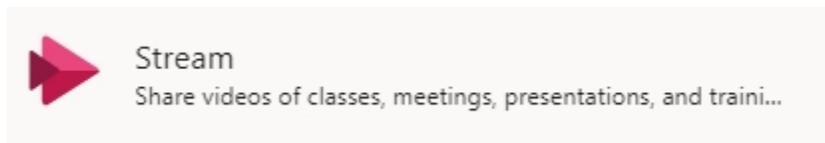


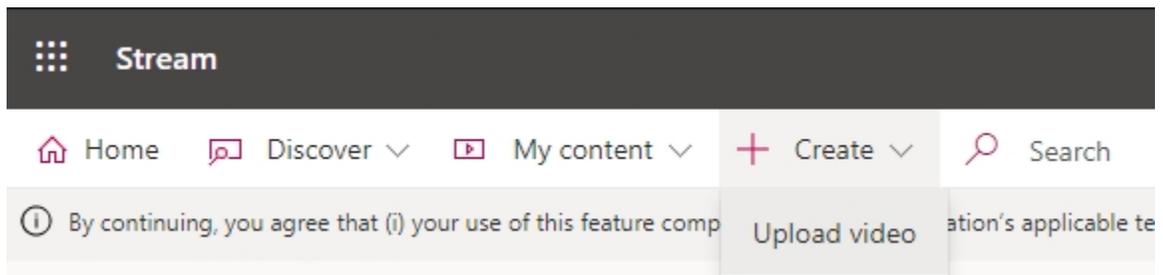
Upload other video types to Microsoft Stream

If you have created other video types than just recorded Teams meetings, you can also upload those. Having these videos in Stream also allows for that service's automatic Closed Captioning for accessibility.

1. Navigate to <https://portal.office.com>
2. Login with your eID username and password.
3. Click the “All apps” button to expand the list of apps.
4. Select Stream from the list of apps. It should open in a new tab when clicked.



5. Click on “Create” and select “Upload video” from the dropdown menu.



6. Drag and drop or browse to the file that you would like to upload.
7. Once the video starts uploading, you can begin naming it, setting permissions, and ensuring that closed captions are generated.
 - a. The “Details” tab is where you name the video and set the description. Please make sure the “Video Language” setting correctly reflects the video content. This setting impacts the closed captioning.



Details

Name

Test Video

Description

Create a description for your video, including #hashtags

Setting a video language enables automatic closed captioning for supported languages. [Learn more](#)



Video Language ⓘ

English

Thumbnail

Uploading...
57%



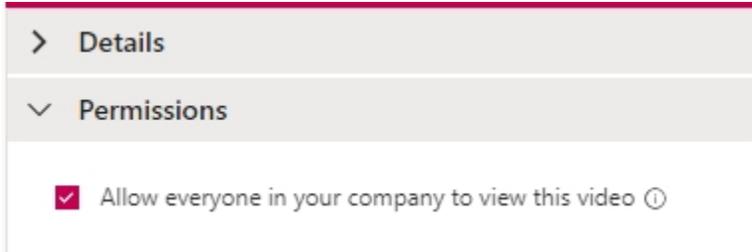
Permissions

Options

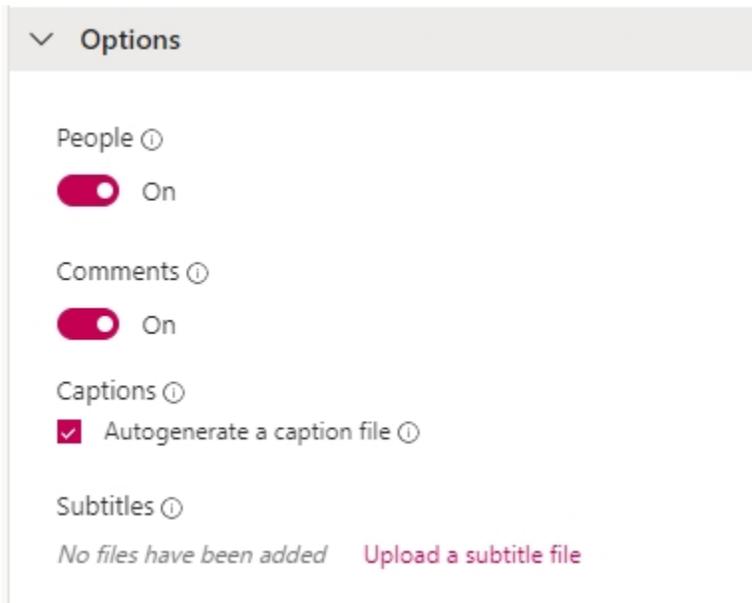
Share

Publish

- b. The “Permissions” tab allows you to set permissions for the video. For the greatest chance of compatibility, please ensure that “Allow everyone in your company to view this video” is checked. If your video needs more restrictive permissions than that, apply them as you see fit.



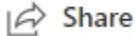
8. Next, go to the “Options” tab and ensure that “Autogenerate a caption file” is checked. If you would like to upload a custom caption file that you have generated on your own, then you can upload those instead of the Autogenerated captions. Upload your own caption files using the “Upload a subtitle file” button.



9. Once you have all the video settings configured like you want them, press the Publish button.



10. The Share button right next to the Publish button will pop up a page with a direct link to the video as well as options to embed the video.



Share Embed

This video will only be viewable by authorized users

Start at:

Direct link to video

<https://web.microsoftstream.com/video/77265a59-0ead-44b3-926e-63702901f862>

Copy

Share with



Close