Add captions and share/post a meeting recorded in teams to Canvas

A recording of a Teams meeting must be processed (which could take awhile) and saved to Microsoft Stream, before it can be shared.

Navigate to the [Office 365 Portal](https://portal.office.com).

Log in with your ID in the format `ename@colostate.edu`

Select the Stream App in the list of apps. If the Stream app is not appearing, click on the view all apps icon and search for Stream on the top of the page.
In Stream, click on the My Content dropdown on the top of the screen and choose Videos.

Click on the name of the video you want to share to open the video. Under the video click on the more actions menu (3 dots) and select Update video details.
To enable Closed Captioning for a video, select the video language from the Video Language dropdown on the left side of the screen under Details. Also, users will need to check the Autogenerate a caption file checkbox on the right side of the screen under Options, captions. In Stream, check the Allow everyone in your company to view this video checkbox under Permissions and then click on the Apply button.

To share the video with students in a course, check the “Allow everyone in your company to view this video” checkbox under Permissions.

Click Apply on the top of the screen.
Stream will open and start playing the video.

Below the video, click on the Share icon.
On the Share window, click on the copy button to copy the link to the recorded Teams video.

This video will only be viewable by authorized users.

Direct link to video
https://web.microsoftstream.com/video/bfe27a4a-5083-4a1a-ab05-f3d9e398fd82

This link can be inserted into a canvas page as an external link, or added into a Canvas module as an external link.