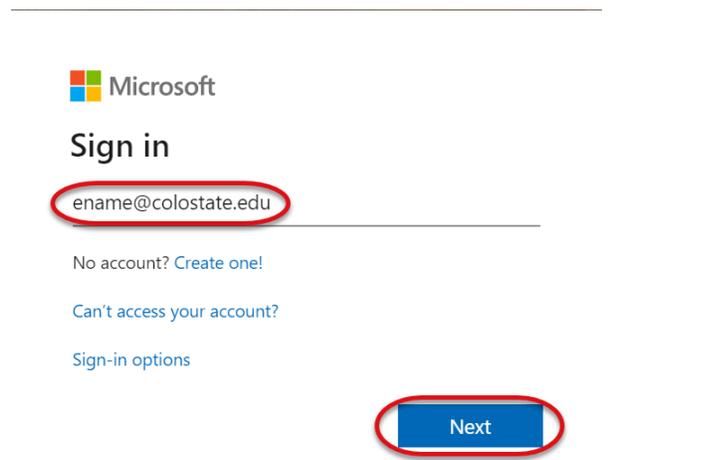


# Add captions and share/post a meeting recorded in teams to Canvas

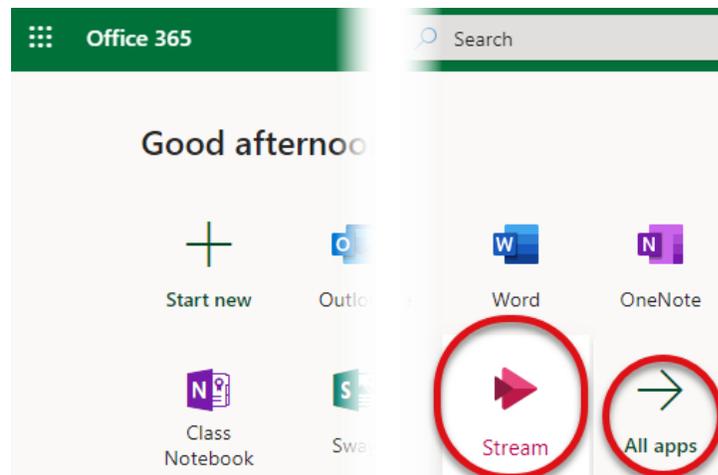
A recording of a Teams meeting must be processed (which could take awhile) and saved to Microsoft Stream, before it can be shared.

Navigate to the [Office 365 Portal](#).

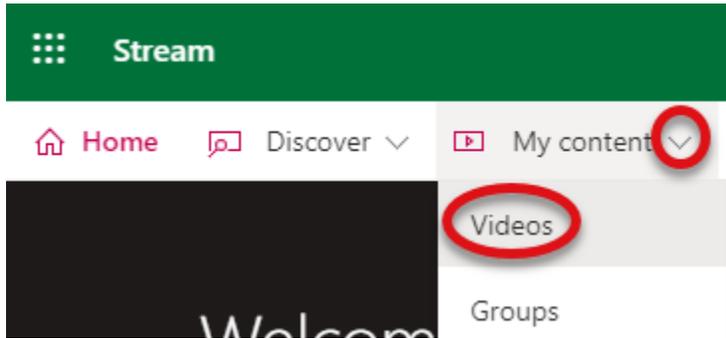
Log in with your ID in the format `ename@colostate.edu`



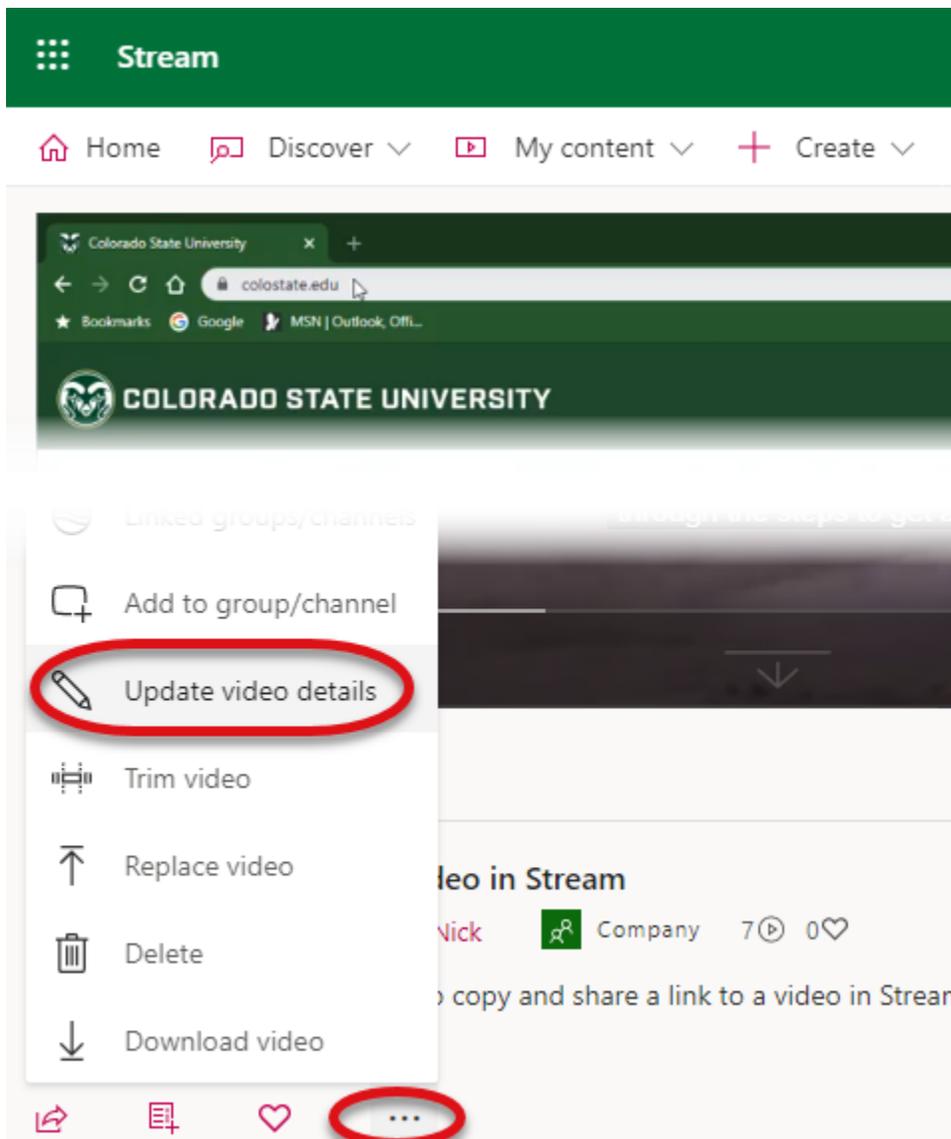
Select the Stream App in the list of apps. If the Stream app is not appearing, click on the view all apps icon and search for Stream on the top of the page.



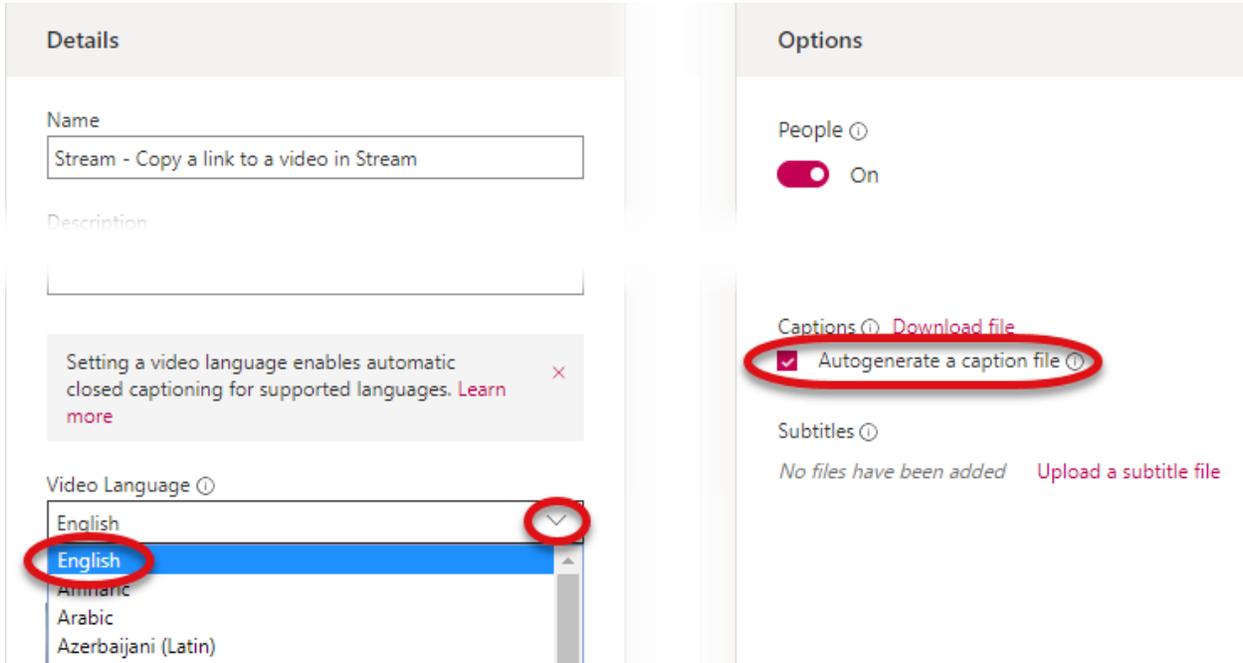
In Stream, click on the My Content dropdown on the top of the screen and choose Videos.



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.



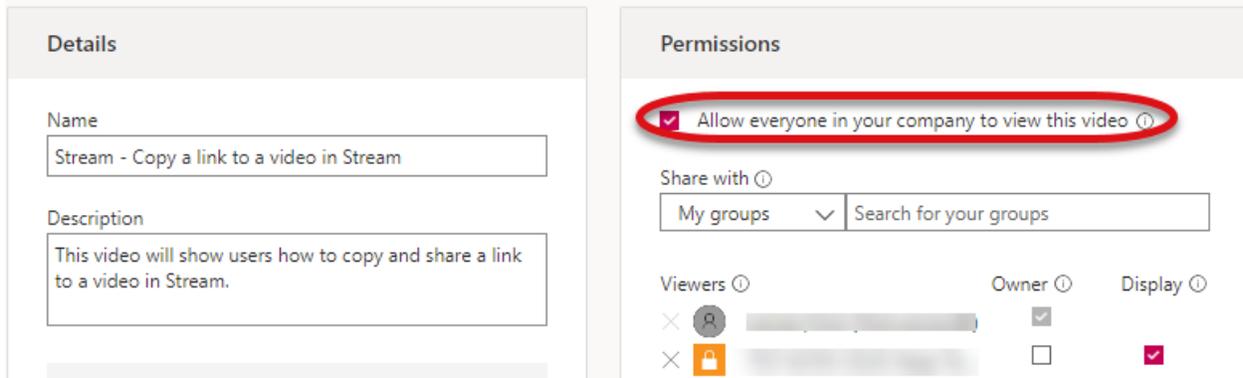
To enable Closed Captioning for a video, select the video language from the Video Language dropdown on the left side of the screen under Details. Also, users will need to check the Autogenerate a caption file checkbox on the right side of the screen under Options, captions. In Stream, check the Allow everyone in your company to view this video checkbox under Permissions and then click on the Apply button.



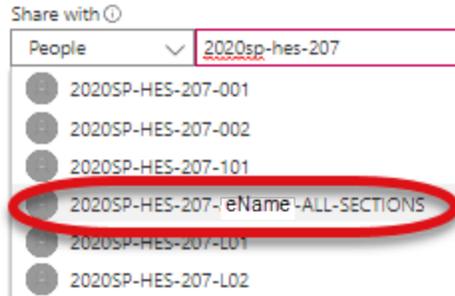
To share the video with *anyone who has a CSU eID*, check the “Allow everyone in your company to view this video” checkbox under Permissions.



Editing "Stream - Copy a link to a video in Stream"



To share with *just your class(es)*, under the Permissions tab, in the “Share with” section, choose “People”, then type your course name as it appears in canvas: Semester-DEPT-CourseNum-SectionNum (e.g., 2020SP-CO-150-006). Autocomplete will help you but you must start typing the semester, and so forth.

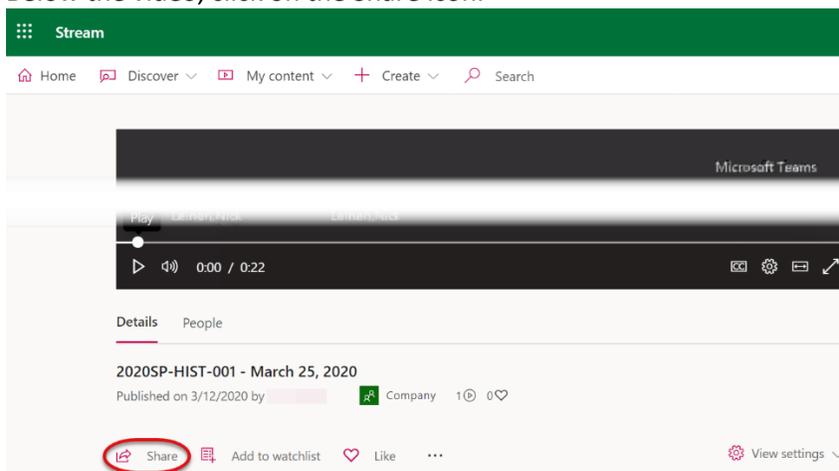


- Tip: you may also highlight and copy the course name from Canvas, and paste it into the People text box
- If you have a cross-listed course, type your course name (e.g., 2020SP-FIN-100). A special grouping of all sections with the same instructor will be shown, appearing as Semester-DEPT-CourseNum-(Instructor eName)-ALL SECTIONS. Choosing this entry will share the video with all cross-listed sections in a single action. (Note: use this step only if all sections that you are the instructor in are cross-listed together into a single course. If all of the sections are not cross-listed into a single course, you will have to select each section individually.)
- If the courses are Aries Cross-listed courses, each section will have to be added to Stream individually.

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.

---

**Share**   Email   Embed

This video will only be viewable by authorized users

Start at:

Direct link to video

**Copy**

Share with



---

Close

This link can be [inserted into a canvas page](#) as an external link, or [added into a Canvas module](#) as an external link.