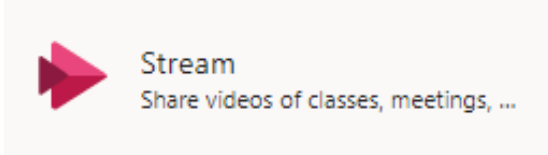


Share a Teams Meeting Recording

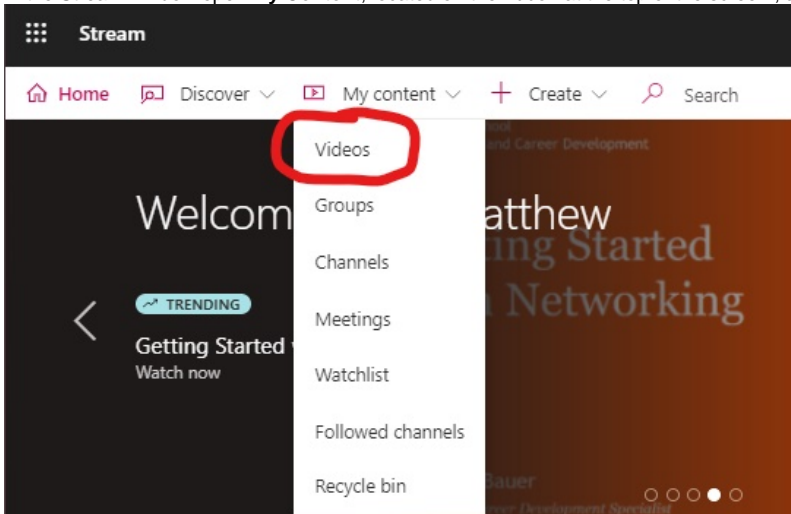
1. Navigate to portal.office.com
2. Click on the All Apps button on the ribbon located at the top of the screen:



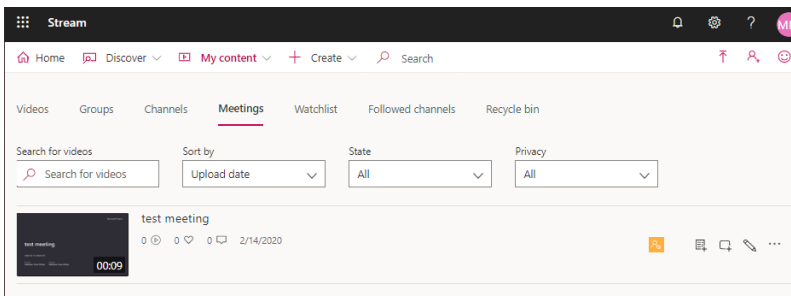
3. Under **All Apps**, click on **Stream**, a new page will open in your browser:



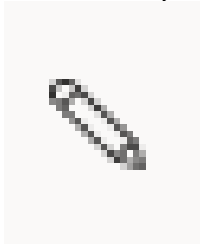
4. In the Stream window open **My Content**, located on the ribbon at the top of the screen, and click on **Videos**:



5. Under the My Content view, click on the **Meetings** tab:



6. On the video that you want to share, click the **pen icon to Update video details**:



7. You will see three menus: **Details, Permissions, and Options**. Click on the **Permissions** tab.

- a. **Specific People**

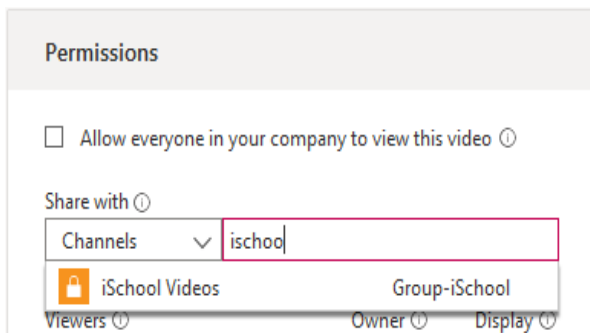
- i. If you wish to only allow specific users to view the meeting video, **click the drop-down** to the left of **Search for Groups** and select **People**, then enter the **username or name** of the individual(s) you wish to share the meeting video with. This will allow

users to view the video within Stream.

b. Share to the iSchool Video Feed

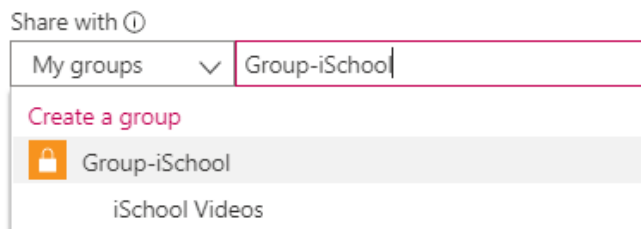
- i. If you wish to allow a specific group to view the meeting video and place the video in an organized channel within Microsoft Teams (similar to a YouTube channel), **click the drop-down** to the left of **Search for Groups** and select **Channels**, then enter **iSchool-Videos** and click on the name. This will propagate the Stream tab within Teams with the shared video.

1. Videos can be found within the **iSchool Videos** tab located in the Group-iSchool team



c. Groups

- i. If you wish to allow a specific group to view the meeting video, **click the drop-down** to the left of **Search for Groups** and select **My Groups**, then enter **Group-iSchool** and click on the name. This will allow all users within Group-iSchool to view the video within Stream.



d. Share to Everyone at Syracuse University


- i. If you wish to make the meeting video available for everyone to view, **check the box next to 'Allow everyone in your company to view this video'**. This will allow all Syracuse University users to view the video within Stream.





8. Click Apply

9. A new window will open containing the meeting video. To share, **click on the share button underneath the title of the meeting video** and **copy the link** to email users:

Details People

test meeting

Published on 2/14/2020 by [Matthew Snow Mistur](#)  Company 0 👁 0 ❤


   ...  View settings ▾

Share Email Embed


This video will only be viewable by authorized users


Start at:

Direct link to video



Share with





Other Resources:

- [How to Create a Teams Meeting](#)
- [How to Record a Meeting](#)
- [Share a Teams Meeting Recording](#)
- [Additional Presenter\(s\) in an Existing Teams Meeting](#)
- [Change Notification Settings in Microsoft Teams](#)
- [Guests joining a Teams Meeting](#)
- [Manage File Change Notifications](#)
- [Guests joining the iSchool Team](#)
- [Screen Sharing in Teams](#)
- [Share a Folder in a Channel to Outside Users](#)
- [Change Profile Photo](#)
- [Microsoft Teams Classroom AV Modes](#)
- [Troubleshooting - Clear application cache](#)