

Tutorial for Uploading Videos to Microsoft Stream

Official Microsoft Guide to Uploading a Video to Stream:
<https://docs.microsoft.com/en-us/stream/portal-upload-video>

IMPORTANT:

- **Only MP4 and WMV files are currently supported for automatic transcripts**
- **Recommended browser is Google Chrome (PC) or Safari (Mac)**

Step-by-Step:

1. Visit <https://it.ufl.edu/services/gatorcloud-microsoft-office-online> and click “Go To Service”
2. At the Microsoft sign-in prompt, enter your GatorLink@ufl.edu e-mail address and click *Next*
3. Sign in with your GatorLink credentials and click *Login*
4. In the upper-left corner of the browser window, click on the square 9-dot icon
 - a. Under *Apps*, click *All apps* →
 - b. Under *Office 365 apps*, scroll down to *Stream*
5. In the top menu of the Stream website, click on the *+ Create* menu option
6. Click *Upload video*
7. You may *drag and drop* a file to the page or click *browse* to locate the video you want to upload
 - a. Note:
 - i. By continuing, you agree that (i) your use of this feature complies with your organization’s applicable terms, (ii) you have the necessary rights and permissions from people in your video, and (iii) that your video will not violate the copyright, privacy or other rights of others.
 - ii. for the most accessible video, use the .mp4 format. Only Official Microsoft information on compatible formats and codecs can be found at <https://docs.microsoft.com/en-us/stream/input-audio-video-formats-codecs>
8. Complete the Details section for the uploaded file by providing a Name, Description, along with the Video Language. Do not publish or share yet.

Processing complete, ready to publish: sample.MP4

Details

Name
sample

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

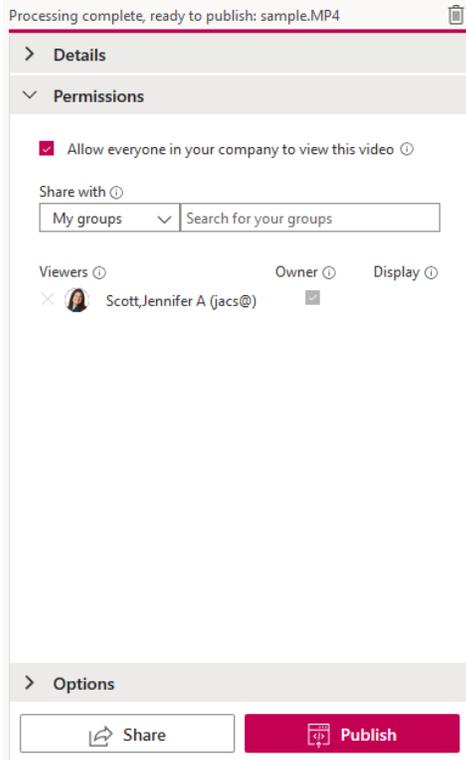


> Permissions

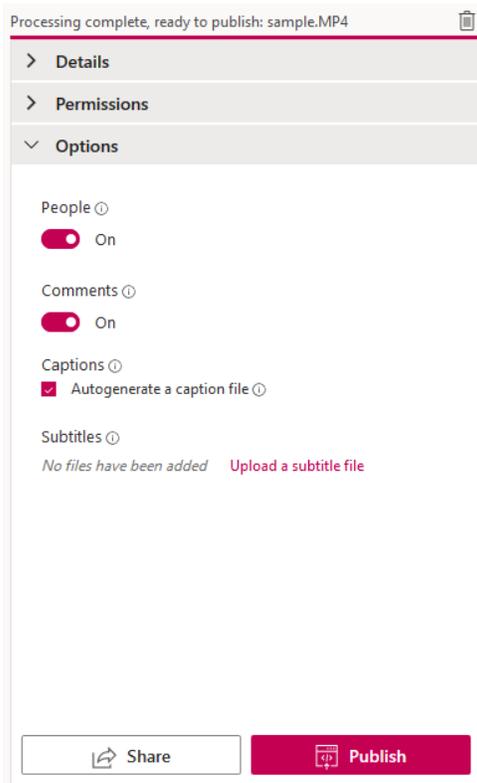
> Options

Share Publish

9. Next, click to expand the Permissions section. This is where you would specify if you want to share the video companywide or with a specific group. Companywide means all of UF. Do not publish or share yet.



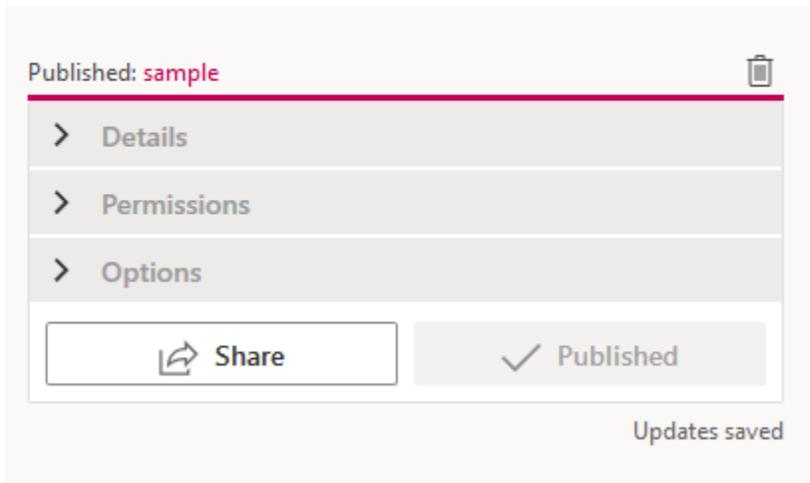
10. Next, click to expand the Options tab and select whether you want to enable the generation of a timeline view of people in your video (helpful in multi-speaker scenarios); whether you want viewers to be able to leave comments about your video; and whether you want captions that show a text version of what is spoken in the video (required for accessibility). Language must be the same as what is spoken in the video.



11. Once the Processing complete message appears at the top of the upload window, you may click *Publish*.



12. Once publication completes, you may view your video in my videos



Sharing your video:

Clicking *Share* will provide you with three ways to share your video.

1. Copy a direct link (recommended)
2. Email
3. Embed