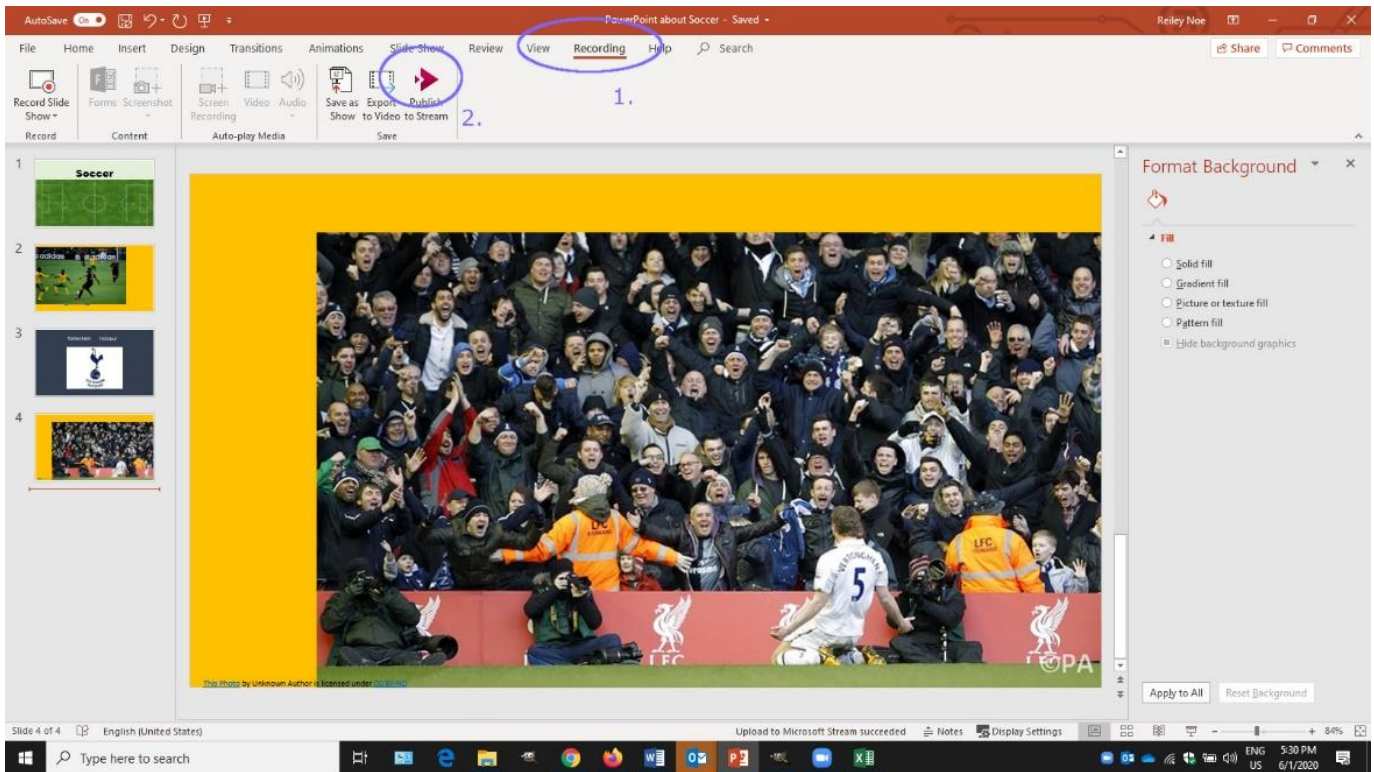


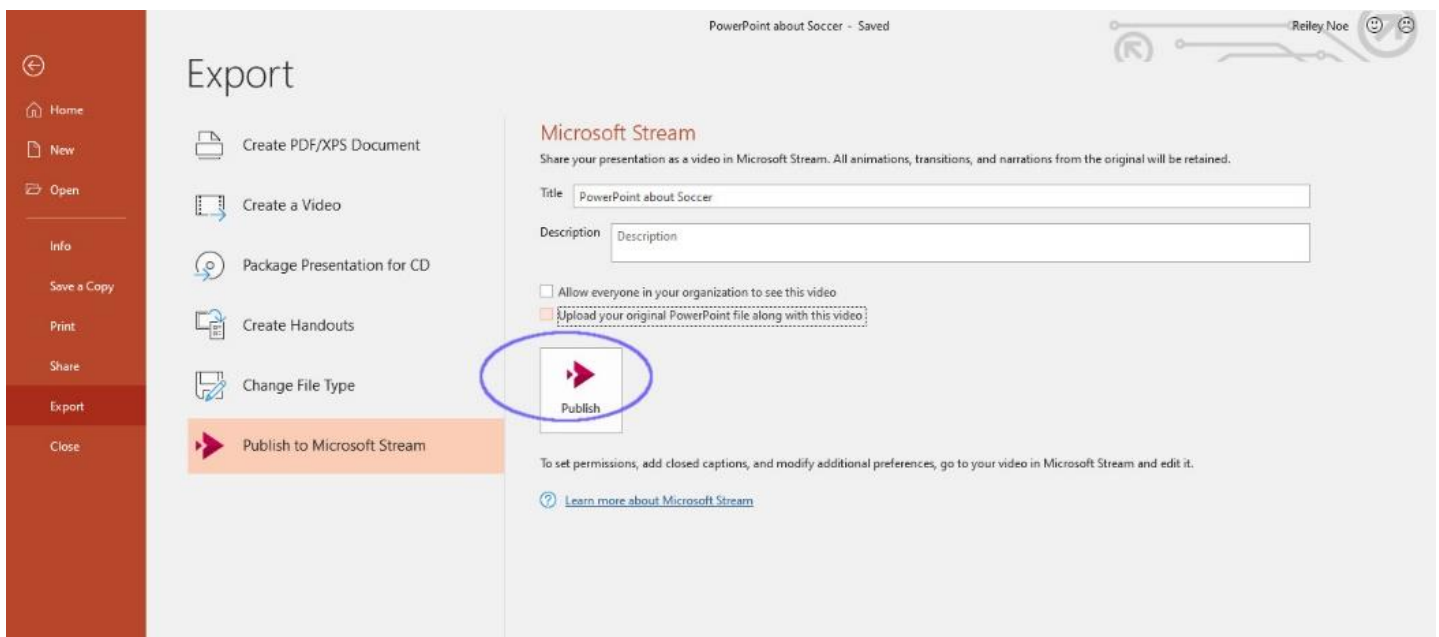
## Linking to recorded Powerpoints through Stream

Recorded slides can be very resource intensive and create big files that are hard to upload. But you can ease the burden on those accessing them by linking to the slides from Microsoft Stream. You can obtain a link to the slides that you have recorded in Stream and link them to your Moodle site. Much of the process is straightforward, but permissions can be tricky.

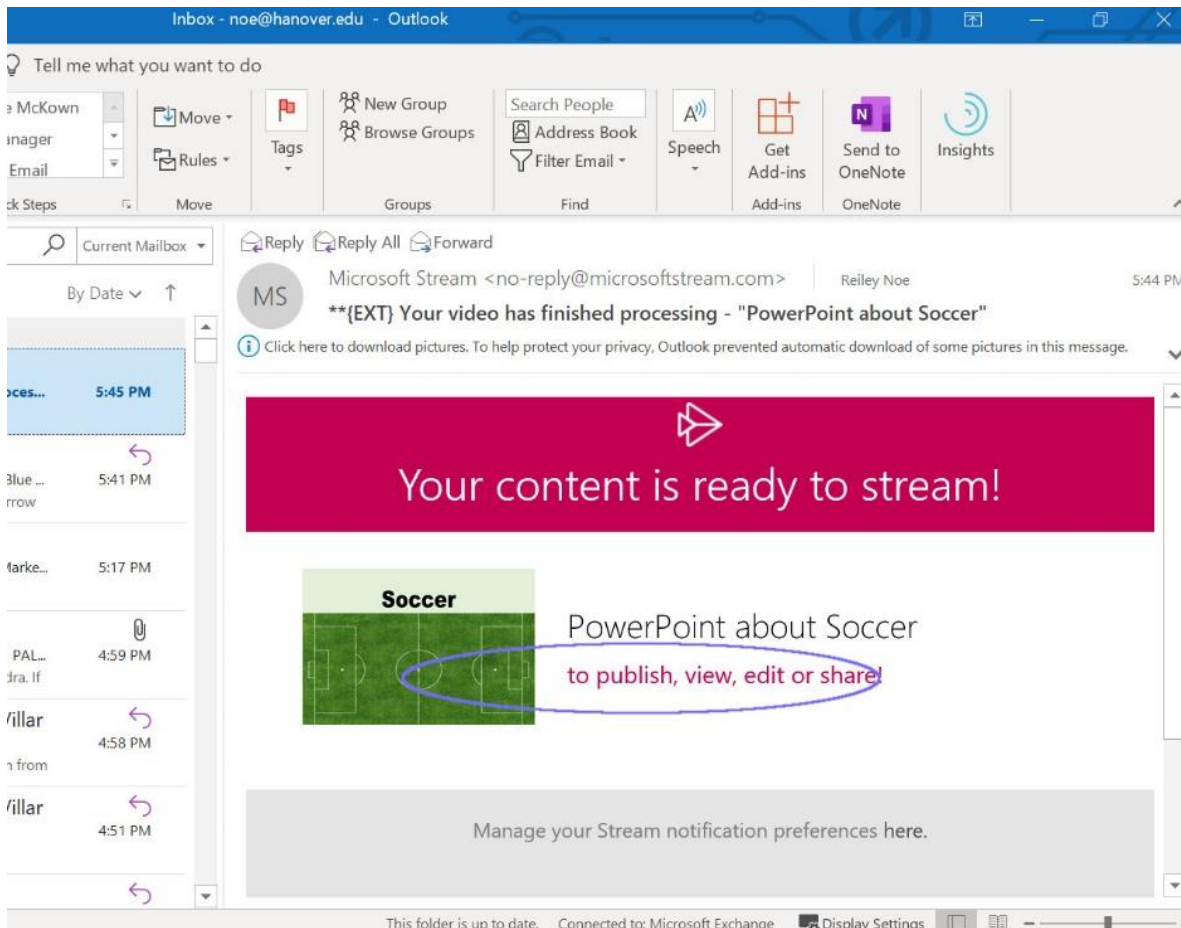
1. Record your PowerPoint and when you are finished, click on Recording tab and Publish to Stream.



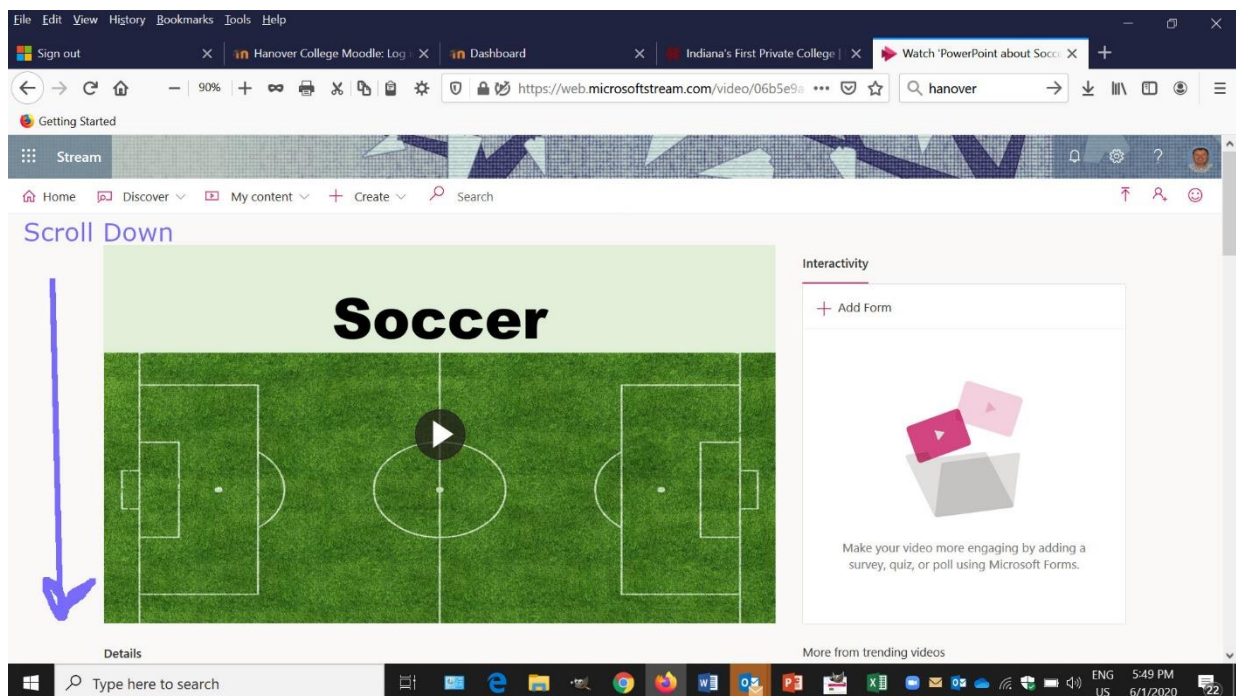
2. Click Publish



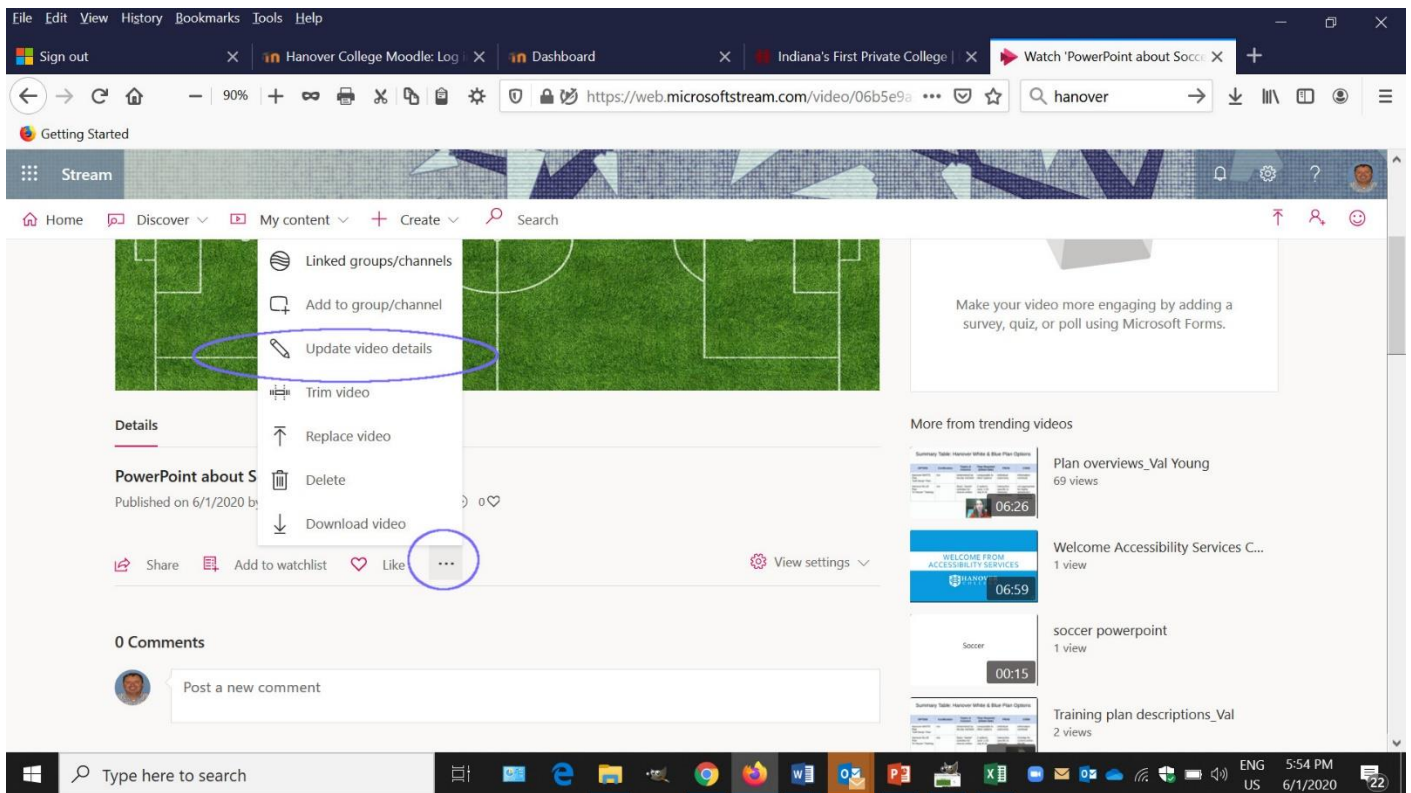
3. Once Stream populates the PowerPoint Video, you'll get an e-mail like this. Click on the link for **to publish, view, edit or share**



4. You'll see your video. Scroll down or look down below it.



5. Click on the three dots icon and then when the menu opens up, click on the Update Video Details.

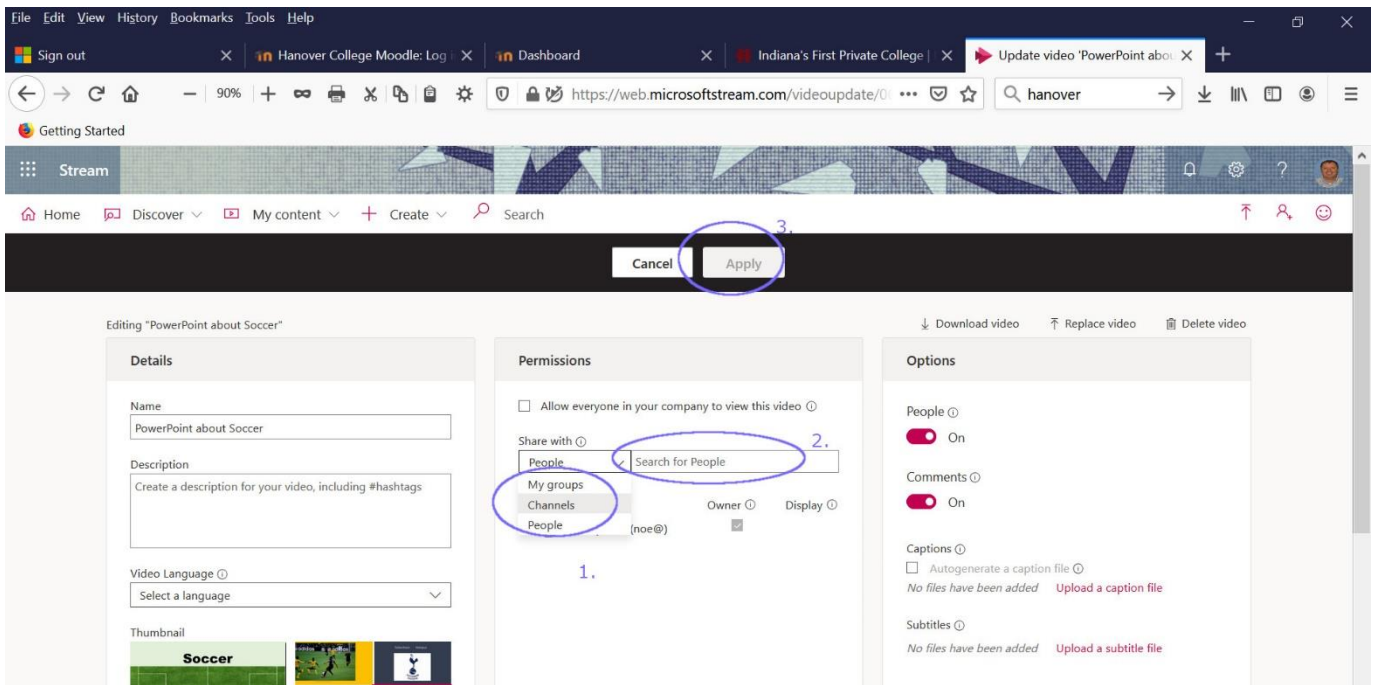


5. The default permissions for viewing your PowerPoint are set up to limit the viewership of videos.

You can click on the tick box to open up the video to be viewed by anyone at Hanover, otherwise you need to specify who will be able to see video – either specific people, specific Channels or Groups in Microsoft Teams.

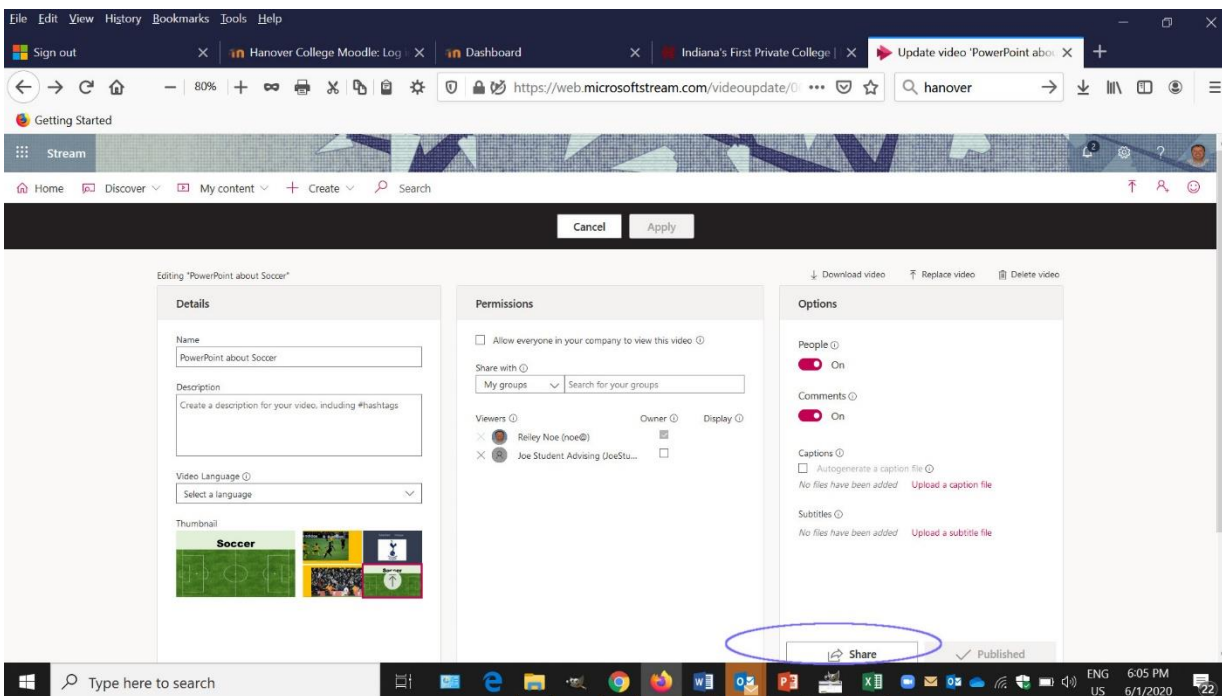
Then click apply – the people, Groups or Channels that can view the video appear below.



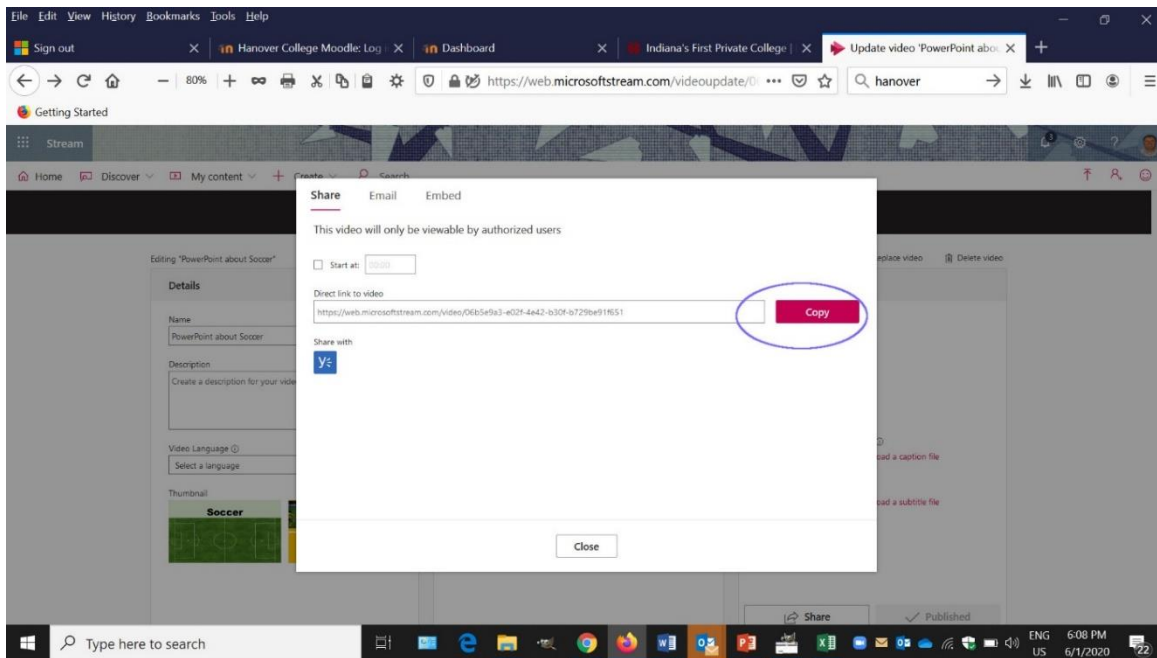


7. After you've spelled out particular people or groups of people, or specific channels in Teams, then you can click on the Share button to obtain a link that you can share in e-mails to people or to put on your Moodle course.

If you put this link on your Moodle course, make sure that all of the students in our course are listed either individually or as a Channel or Group in Teams. The default is to NOT show it to someone – unless they are listed in the permissions area or you have clicked the box to share with all in the organization.



8. Click Copy to get a link to share for the video. Again. If you haven't allowed everyone at Hanover to view your video by clicking on the tick box in the permissions area, only people listed individually or as part of a group will be able to see the video.



Want to know more:

[Making a Narrated PowerPoint Recording \(1:24\)](#)

[Making Better Powerpoint Presentations](#), Vanderbilt University Center for Teaching and Learning

(includes Bibliography)