# Creating a Group in Stream

Stream is set up so that you can either make videos open to everyone at Hanover or limit them to a specific group like a class, group or committee. To do this you need to create a group and then apply that group to your videos. Here is how.
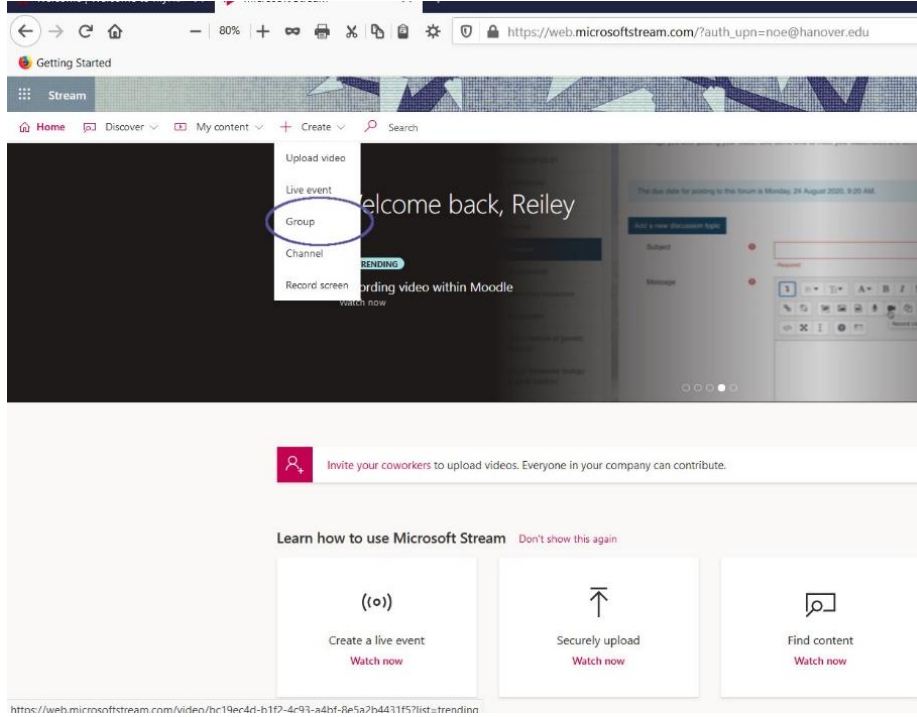
1. Go to your web version of Outlook. You can find this either by searching for mail.hanover.edu or by using the Office 365 link in MyHanover. Click on the 9 white dots icon in the upper left corner.
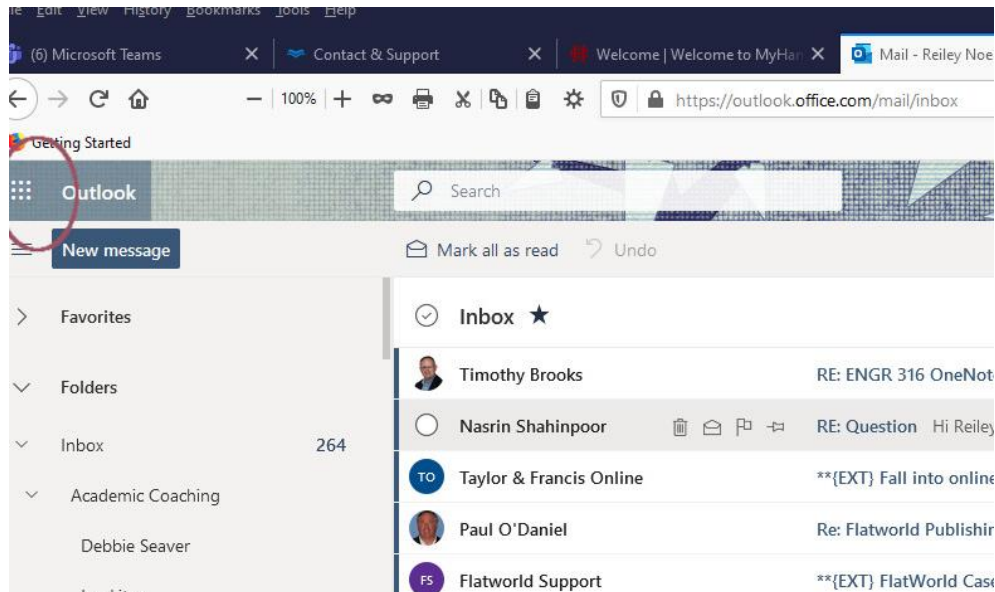

2. Click on the Stream icon to access Stream.
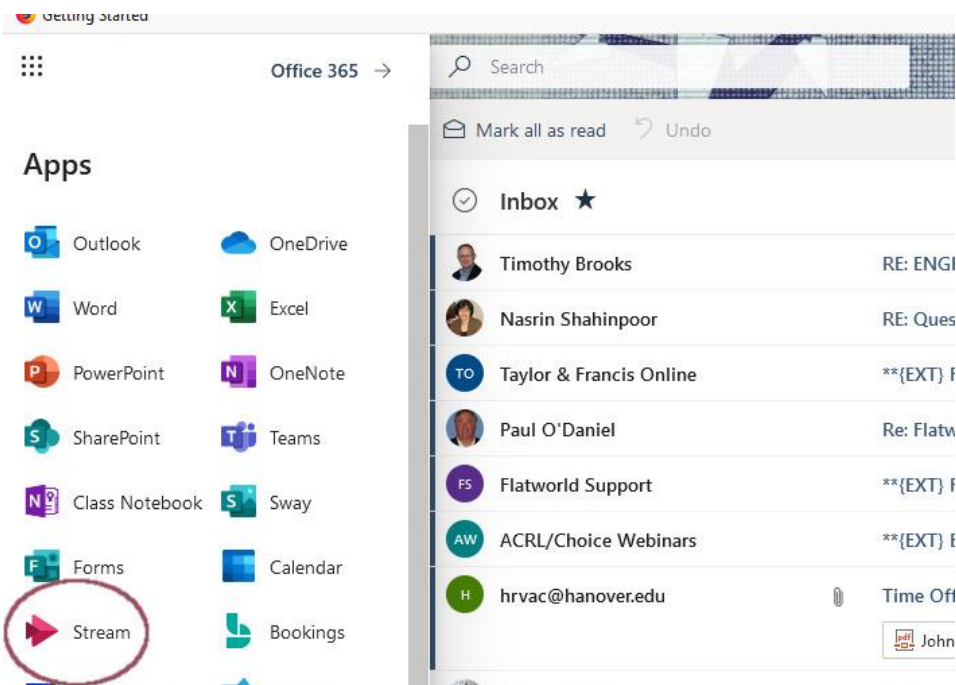
3. On the ribbon find the +Create area and click on the down arrow to view the drop down menu. Select Group from the list.
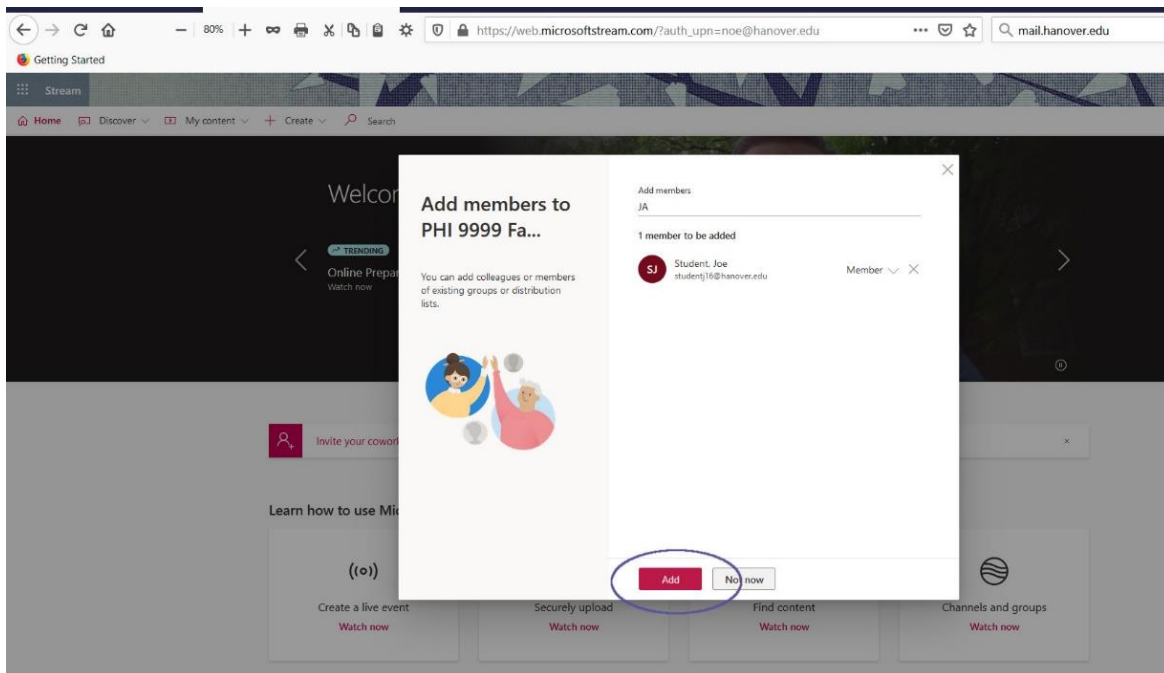

2. You'll get a popup for your group that will view or share video. If you have a group that will have different people at regular intervals, like a class or committee, you might want to include a term at the end of the name.
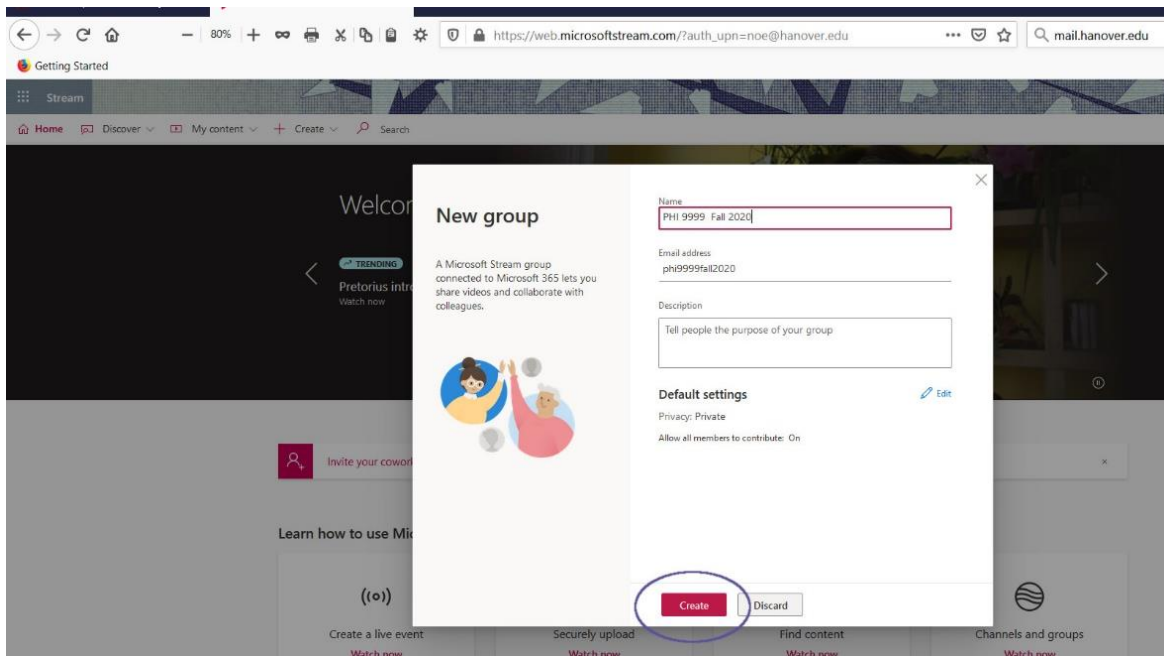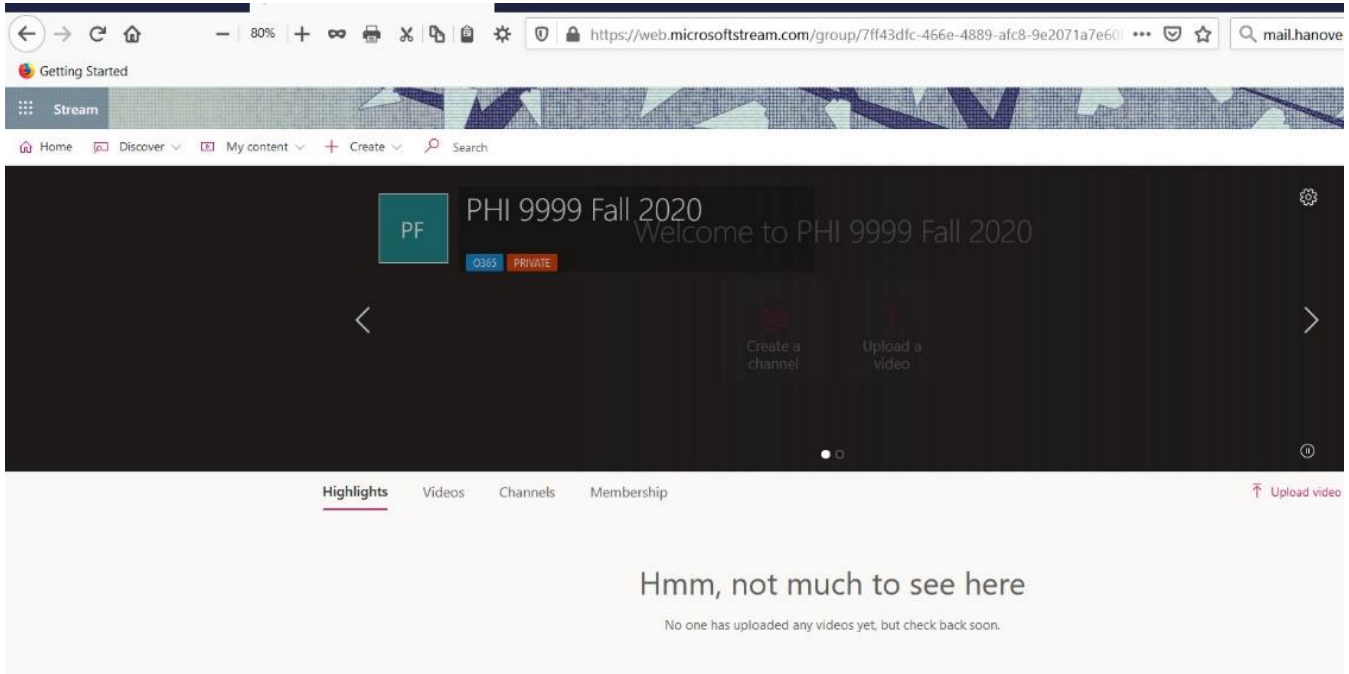
3. Add members to your group from the drop-down menu – search up their name and then click on their name to populate a list.
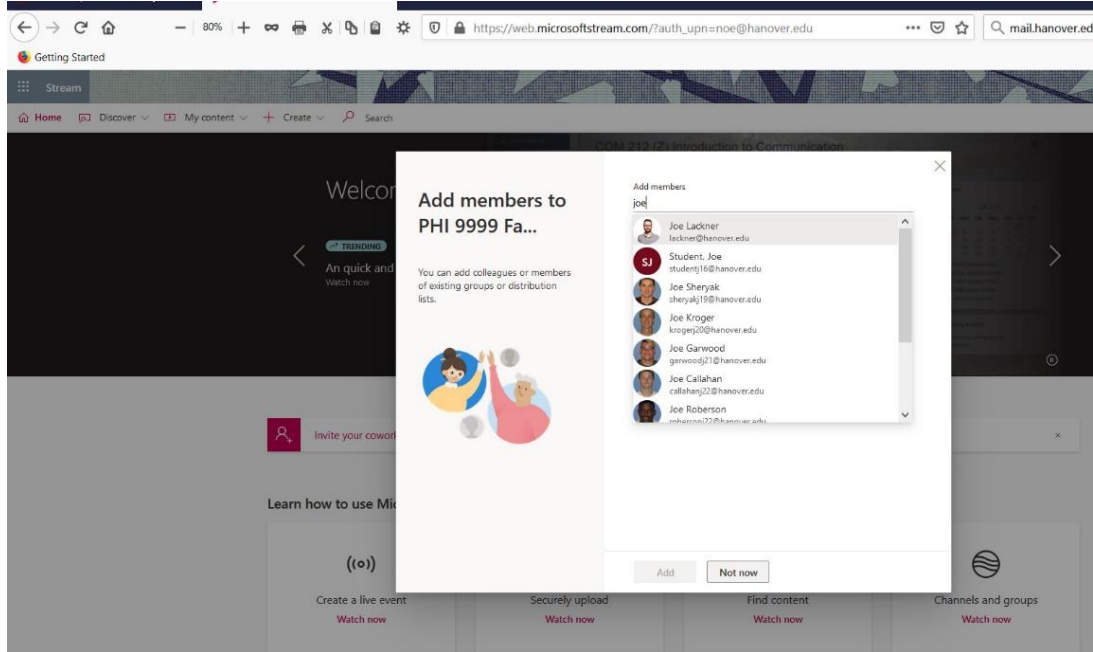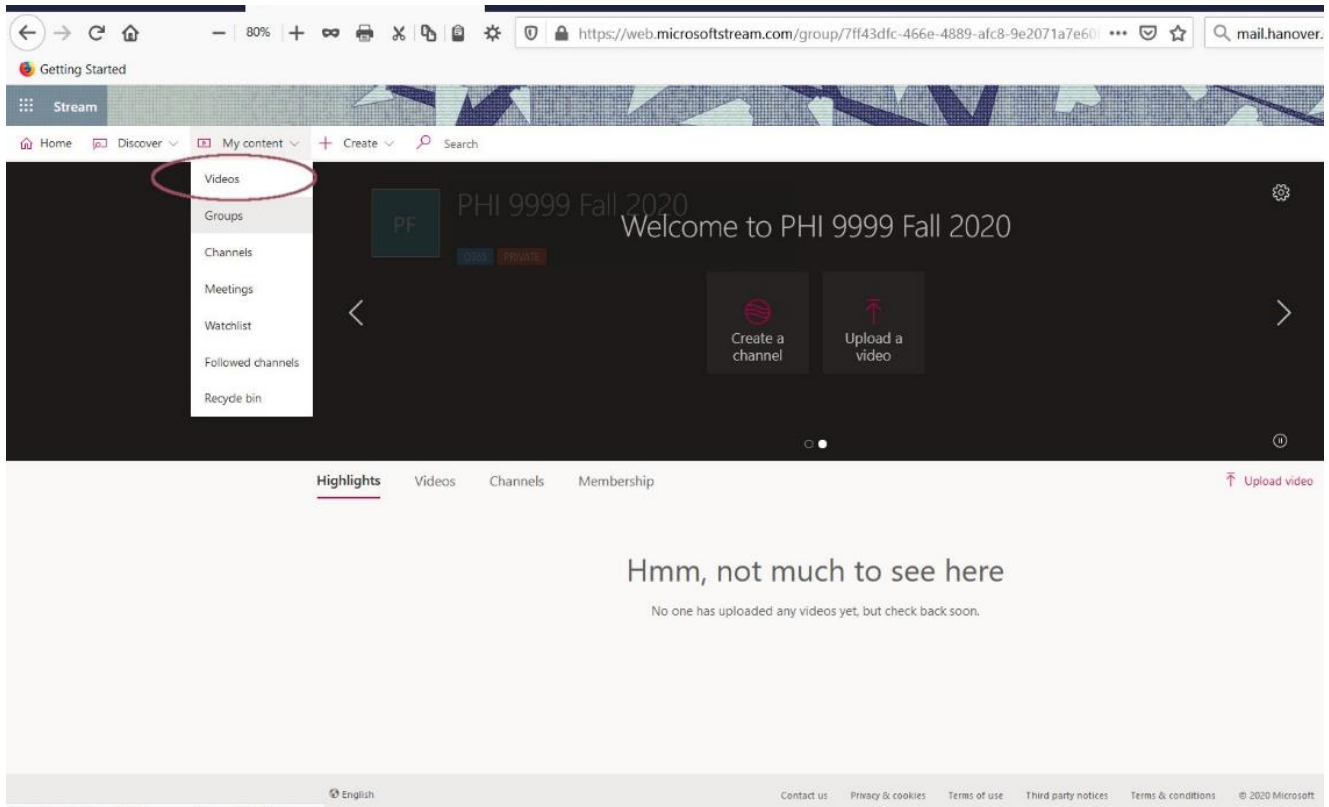

4. Click the Add button.

5. Once you've added everyone your group appears. You'll see this page. There is more to do, though.


6. Now you want to apply this group to any videos that you've already recorded. Go to My Content and click the down arrow to create a drop-down menu. Click on videos.
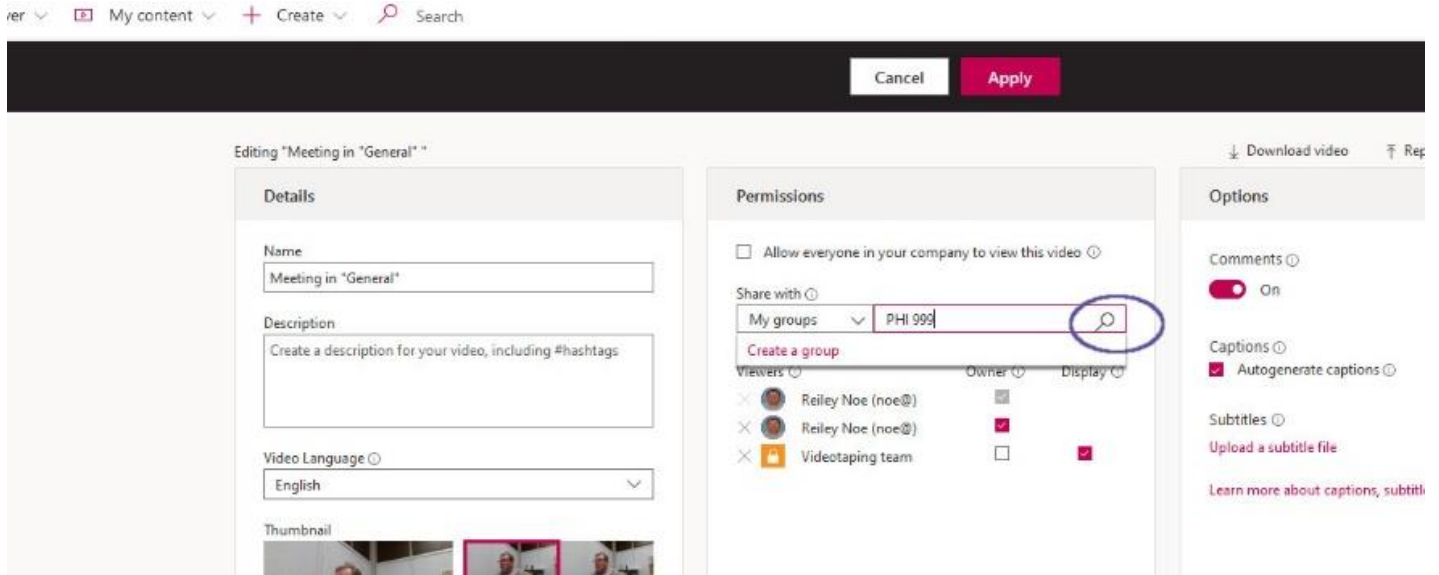
7. Here is how you apply your group to a previously recorded or uploaded video. Find the video and click on the pencil icon.
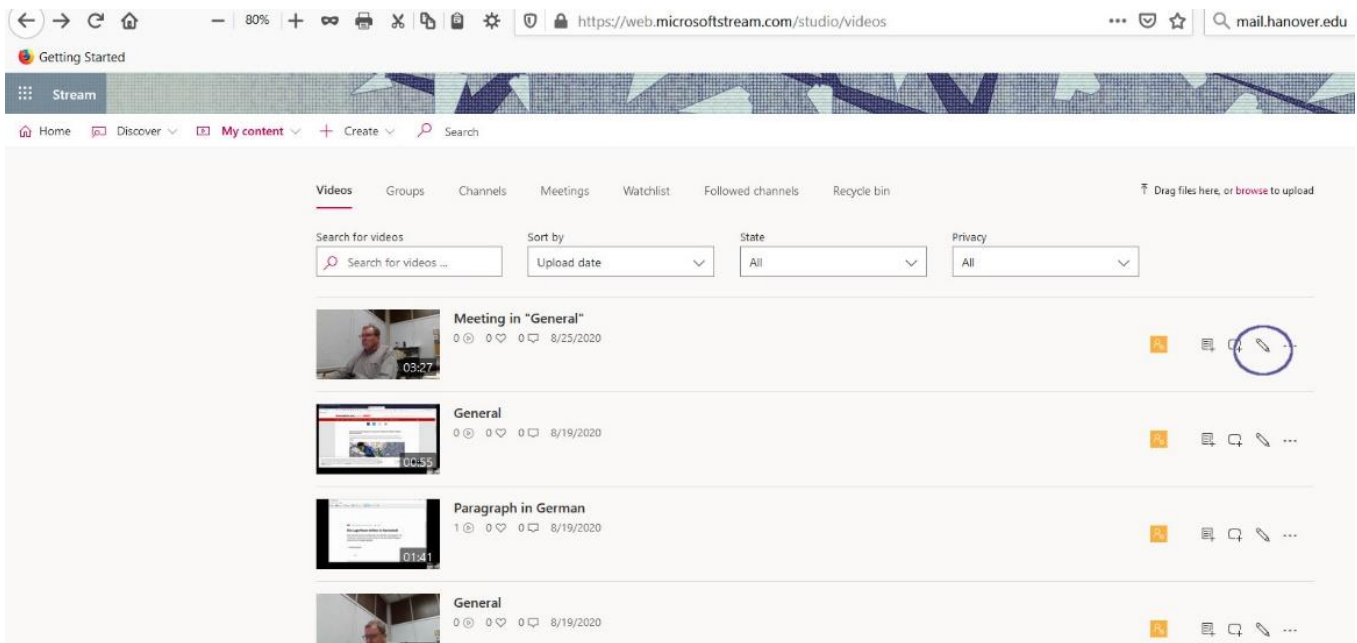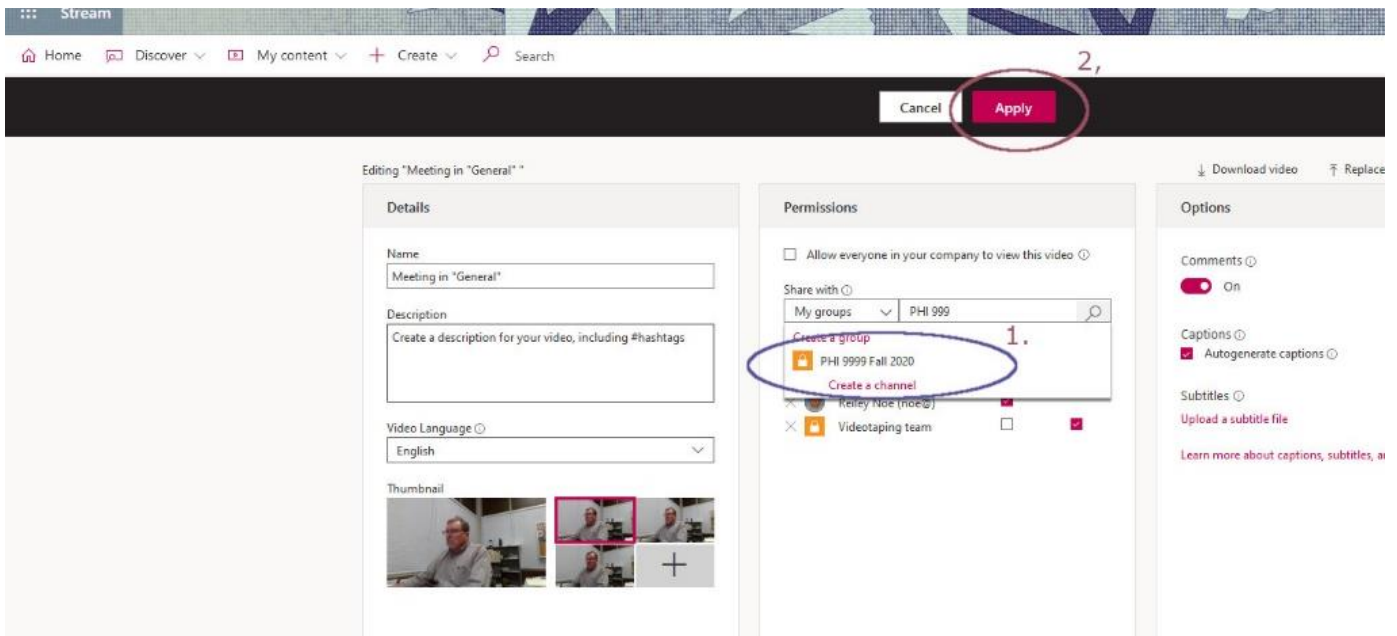

8. In the Permissions area, click on the drop down arrow to the Share with side of the search box. On the drop down menu, click on My Groups.
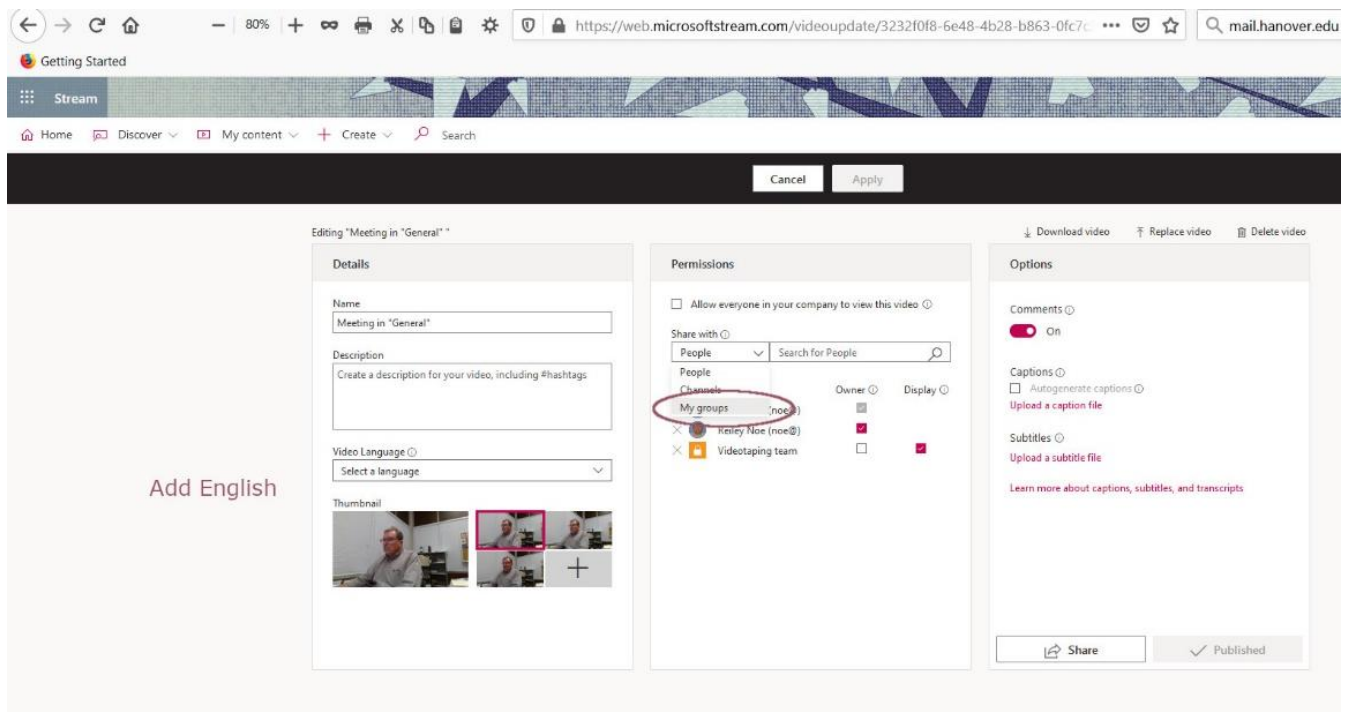
9. Add the name of the group that you've created and click on the magnifying glass.

10. Your group appears in a drop-down menu. Click it and then click on Apply.

11. You'll see a yellow icon and the name of the group in the list under the video. Congrats – they are now able to see your video.

You can apply this groups' permissions on new videos as you upload them or they populate in Stream from Microsoft Teams. Once you've set permissions you can share the video in an e-mail, word document or on a Moodle page and people in that group can see it – and others cannot.

You can add members to the group later, and there is another set of screenshots that show you how to do that.