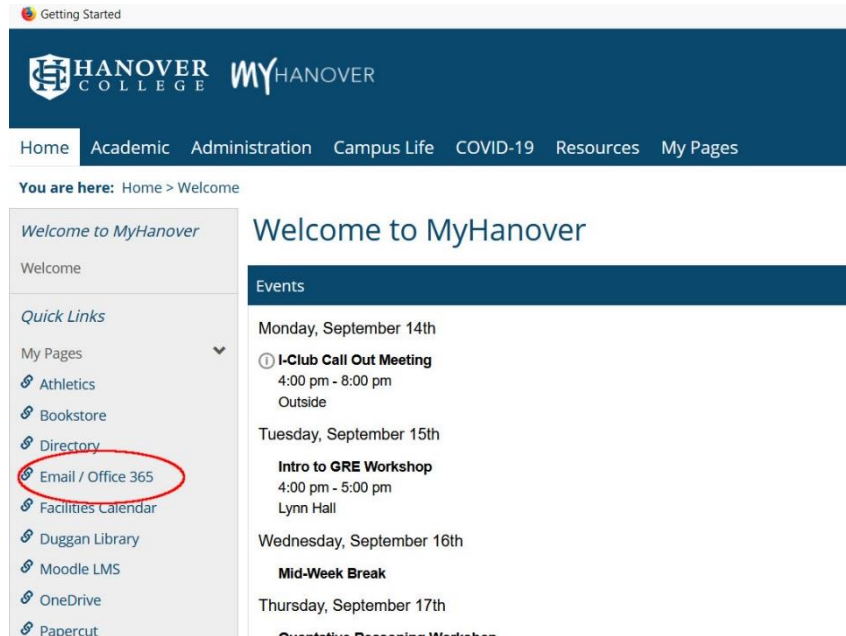


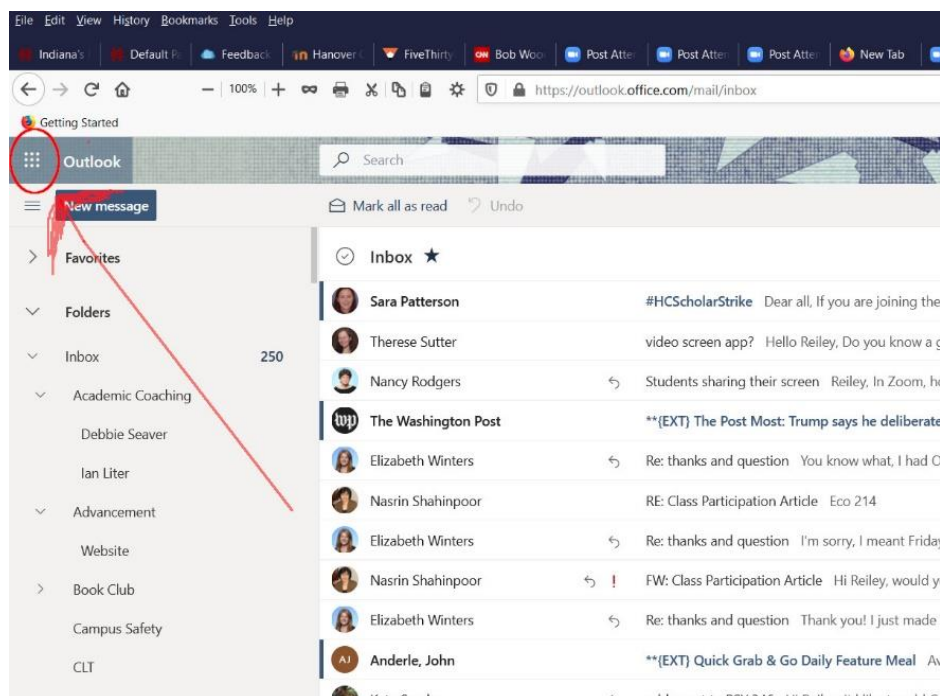
Screen Recording with Stream

You can record a screen navigation using Microsoft Stream and it will allow you to have up to 15 minutes of video in a single recording. You can appear in the recording, or you can have it record only the screen itself.

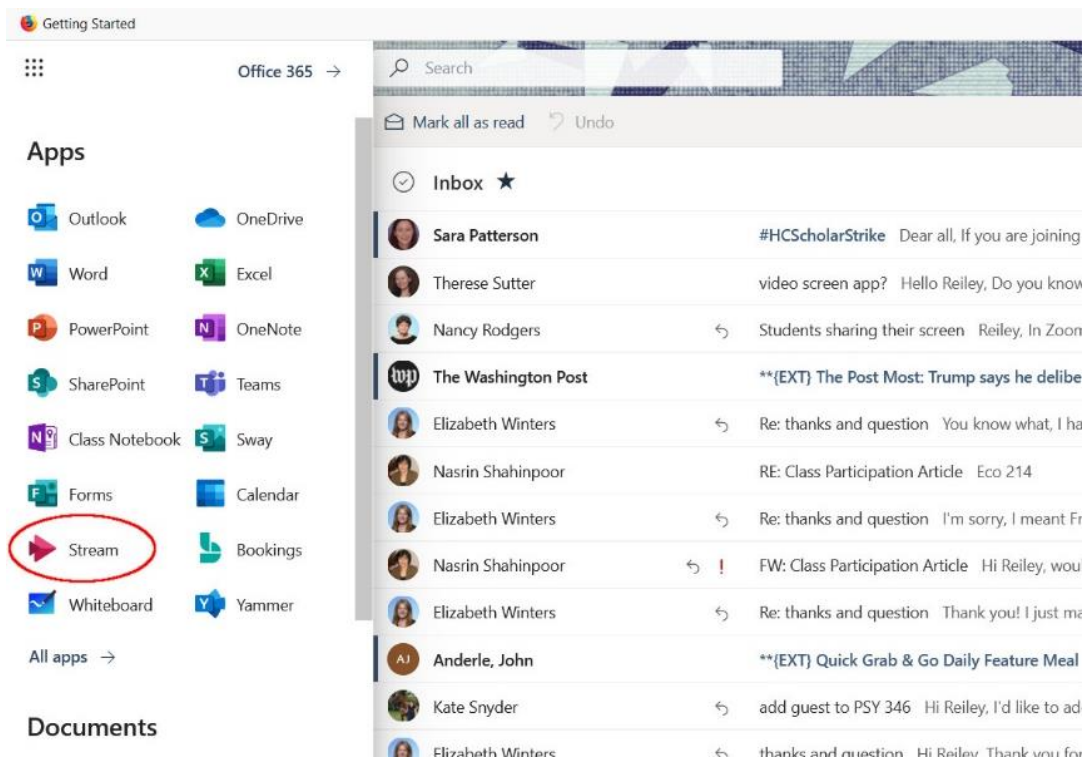
1. On MyHanover, login to the Email/ Office 365 link.



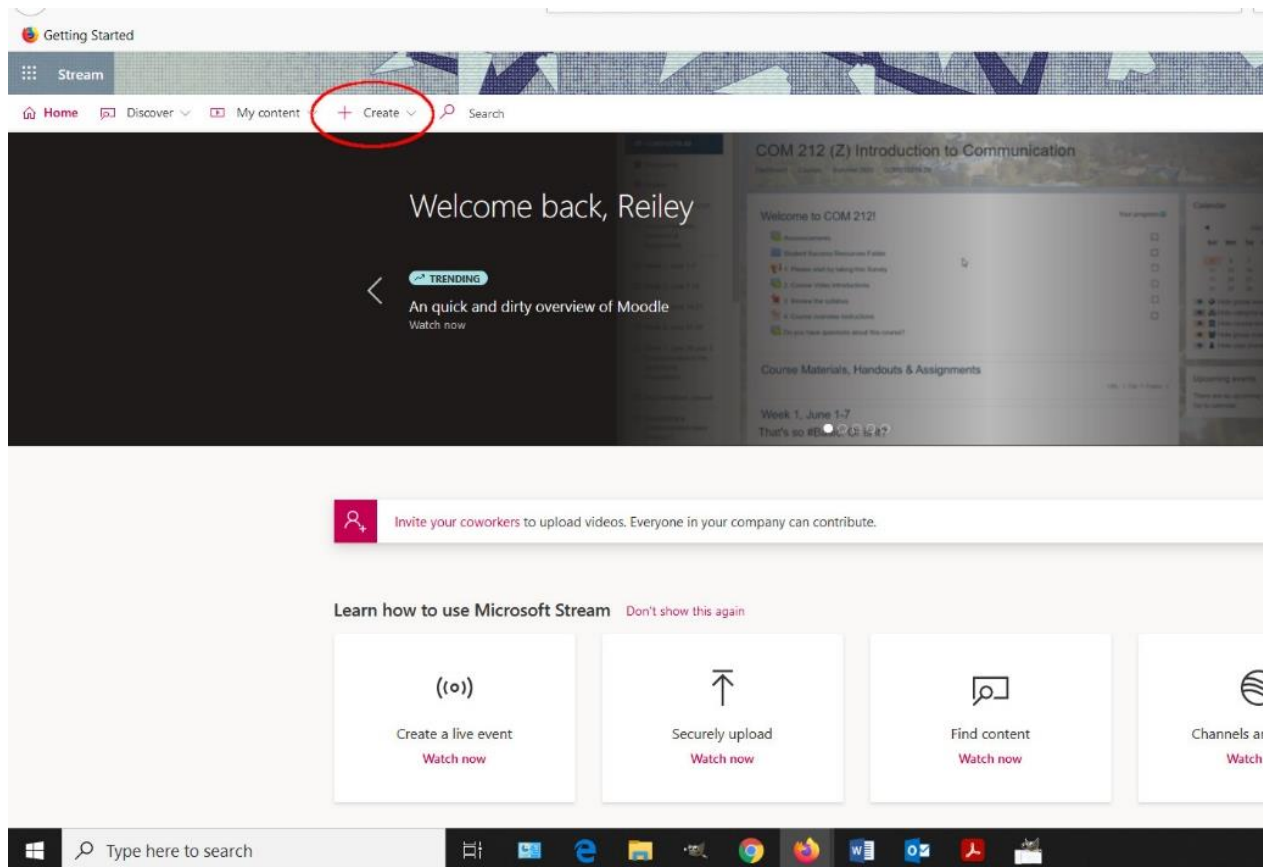
2. Click on the Waffle / 9 dots icon in the upper right corner of the page.



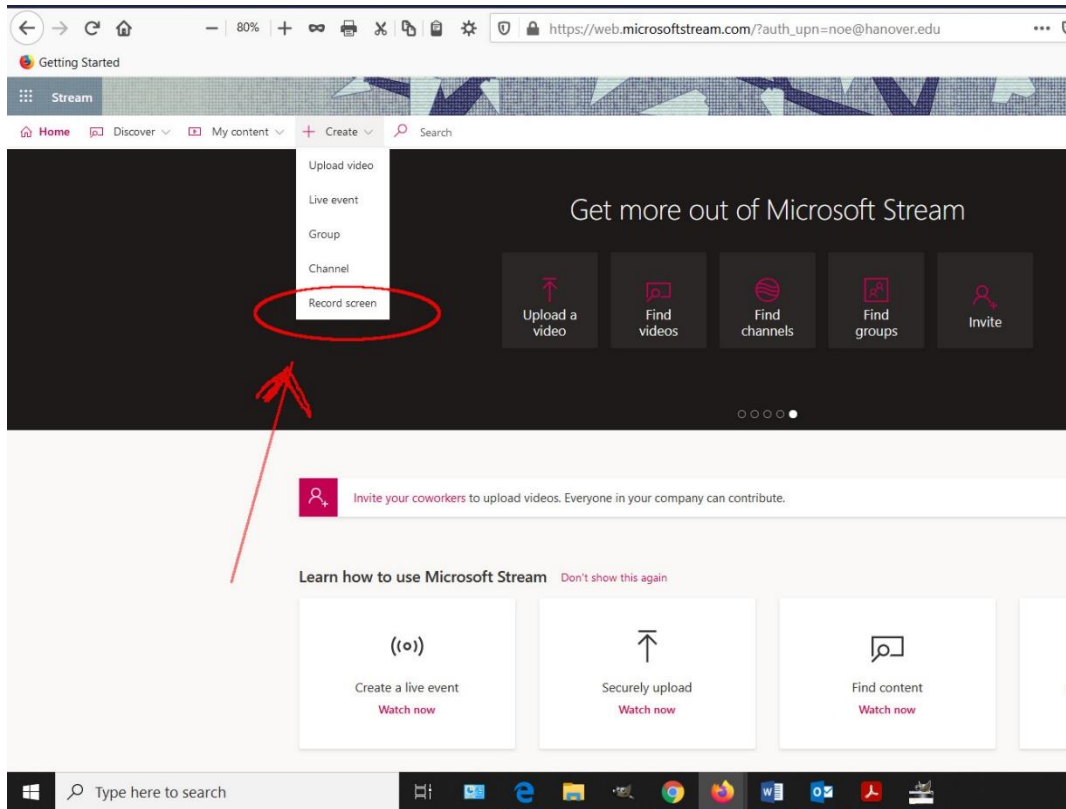
3. When the drop-down menu for Apps opens up, click on Stream.



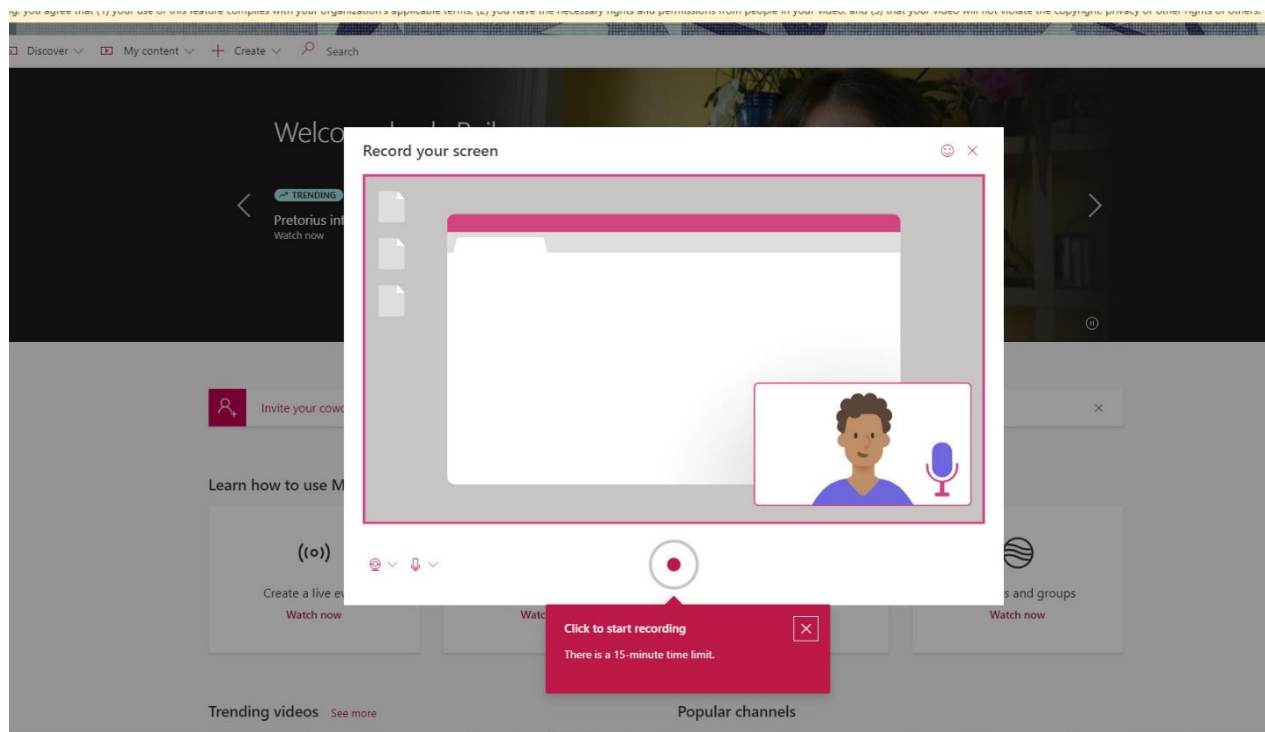
3. On the main Stream page, click on the Create area of the ribbon.



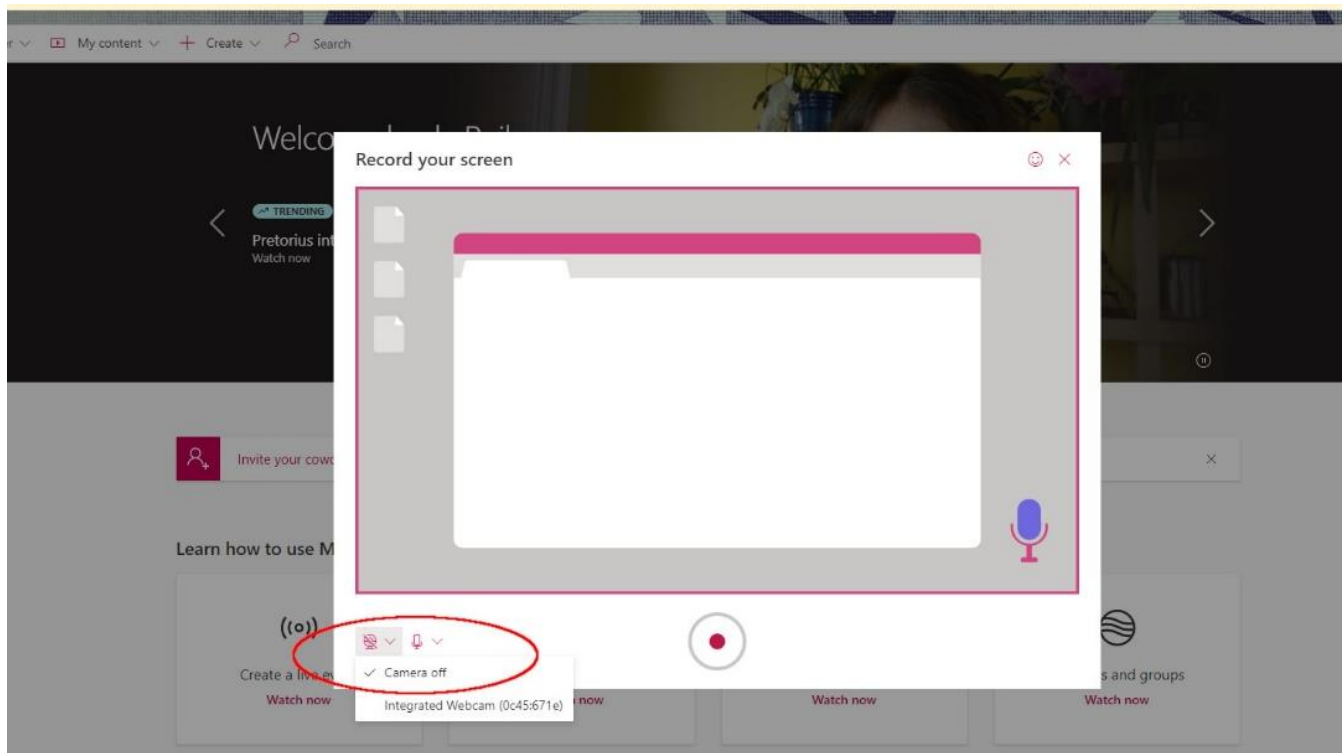
4. On the drop-down menu that populates, select record video.



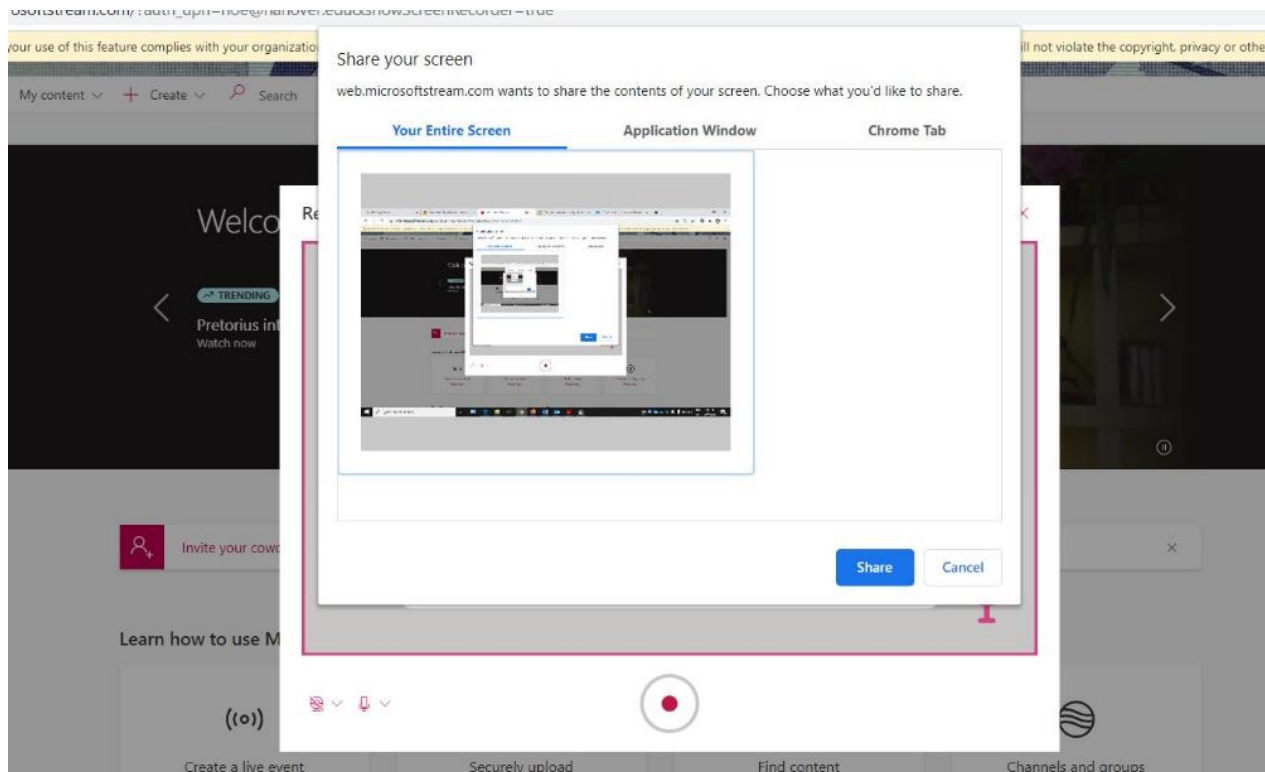
6. On the Recording screen, you can record with a layout where a thumbnail of you appears in the lower right corner of the screen.



7. If you don't want to appear on the screen in the recording, click on the webcam icon to the lower left. On the drop-down menu, select camera off.



8. You have three options of what to share. If you want to see what you are sharing, click on the thumbnail for Your Entire Screen. First make sure that the screen that you want to view is easily accessible on a browser that you can move onto your screen. The computer will count to three and begin recording, so you'll want to navigate there quickly.



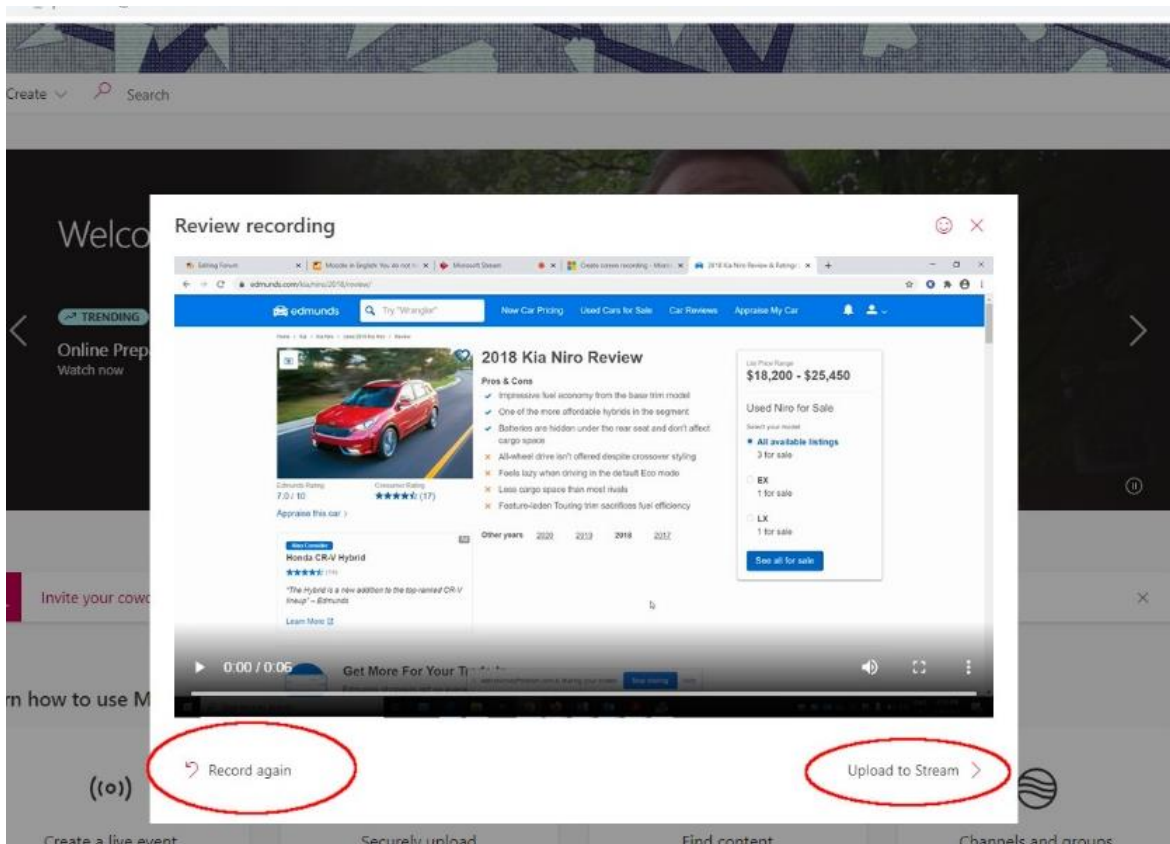
9. While the countdown is on, I go to the screen that I want to record.....

The screenshot shows the Edmunds.com website with the URL [edmunds.com/kia/niro/2018/review/](https://www.edmunds.com/kia/niro/2018/review/). The page features a red 2018 Kia Niro, an Edmunds Rating of 7.0/10, and a Consumer Rating of 4.5 stars (17 reviews). The 'Pros & Cons' section lists several points, including fuel economy and cargo space. A sidebar on the right shows the 'List Price Range' as \$18,200 - \$25,450 and 'Used Niro for Sale' with 3 listings. A Windows taskbar at the bottom shows the time as 2:11 PM on 9/9/2020.

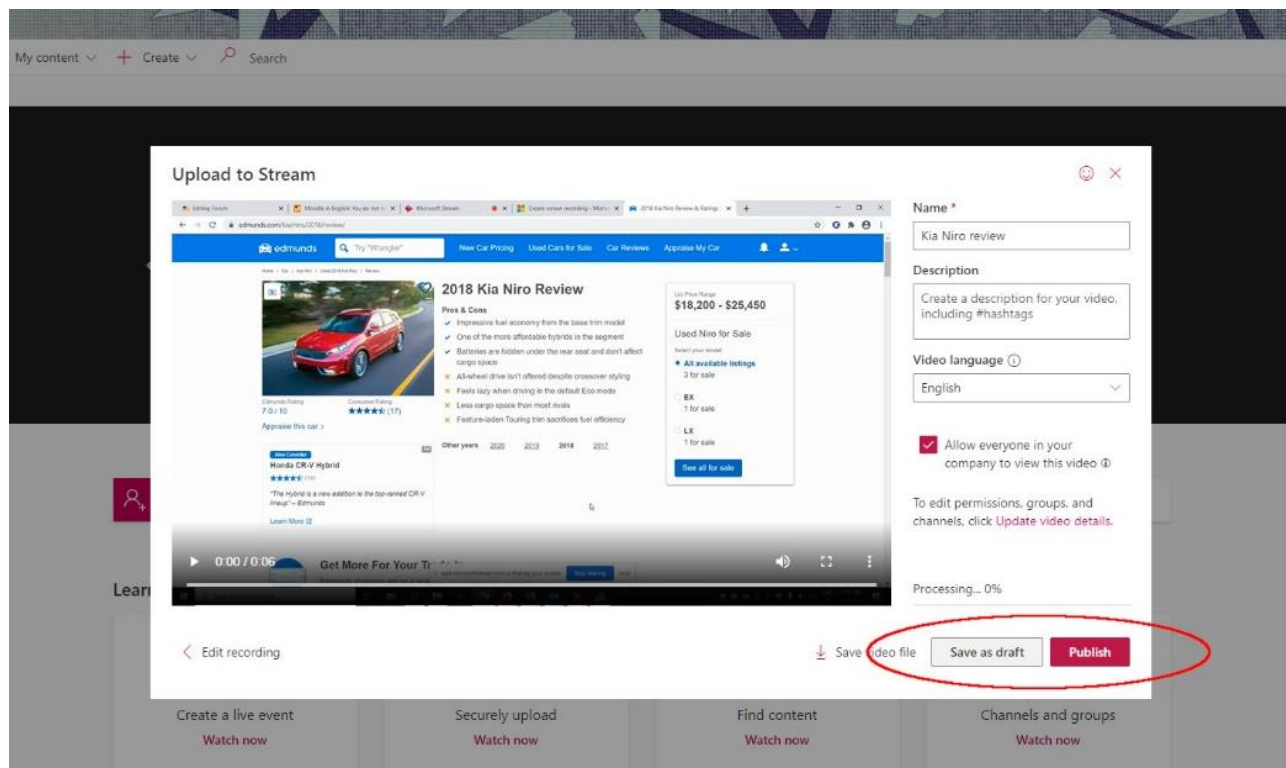
10. ...And once you are there, the Stop Sharing key is located at the bottom. I'm looking up a review of a used Kia Niro from the Edmunds.com website as an example here.

This screenshot is identical to the previous one, showing the Edmunds.com website with the URL [edmunds.com/kia/niro/2018/review/](https://www.edmunds.com/kia/niro/2018/review/). The page content is the same, including the car image, ratings, and sidebar. However, a red circle in the Windows taskbar highlights the 'Stop sharing' button, which is part of a notification from 'web.microsoftstream.com is sharing your screen.' The Windows taskbar also shows the time as 2:13 PM on 9/9/2020.

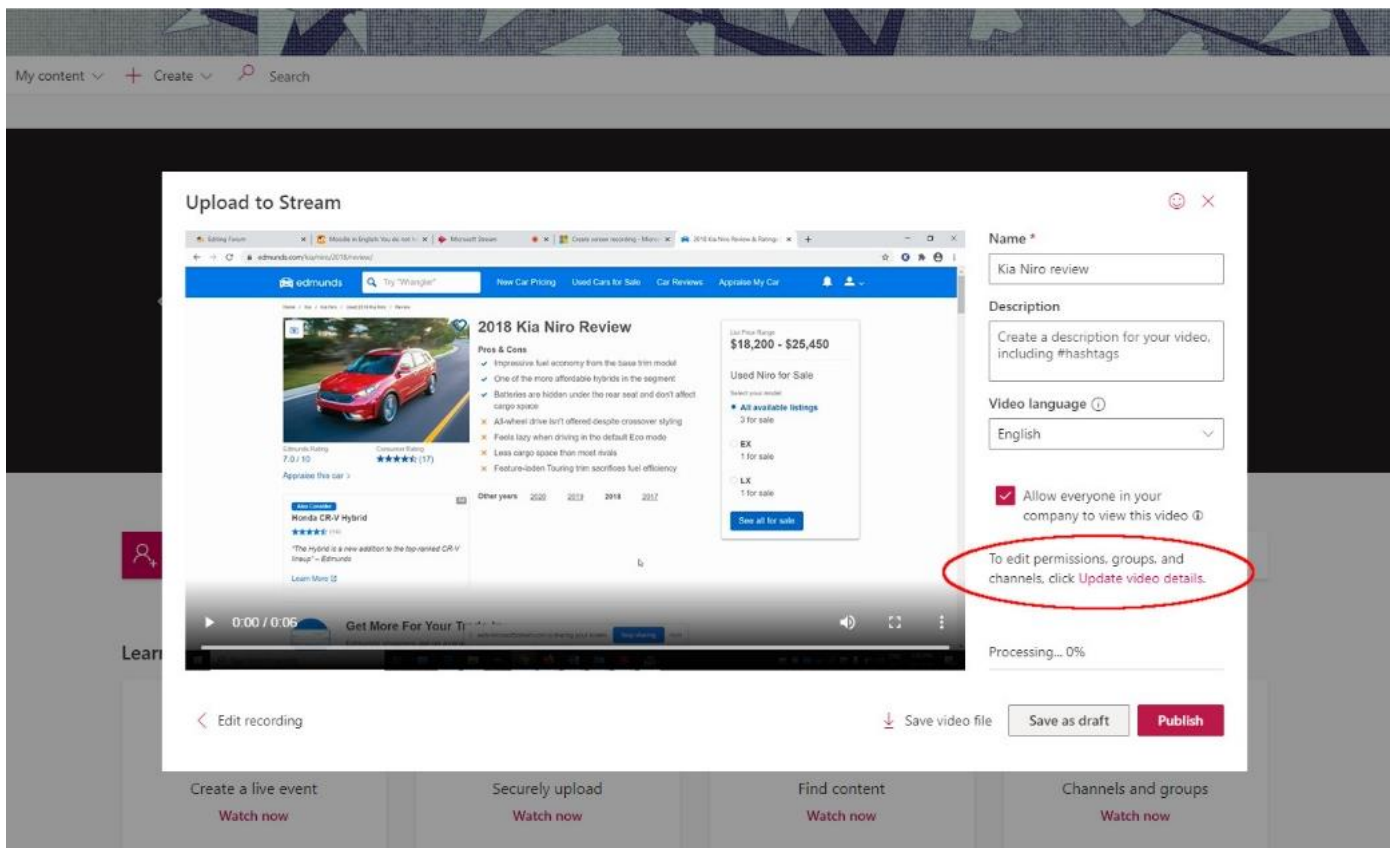
11. Once you are finished recording, I can choose to record again (icon to the lower left) or upload a final version into Stream (icon to the lower right).



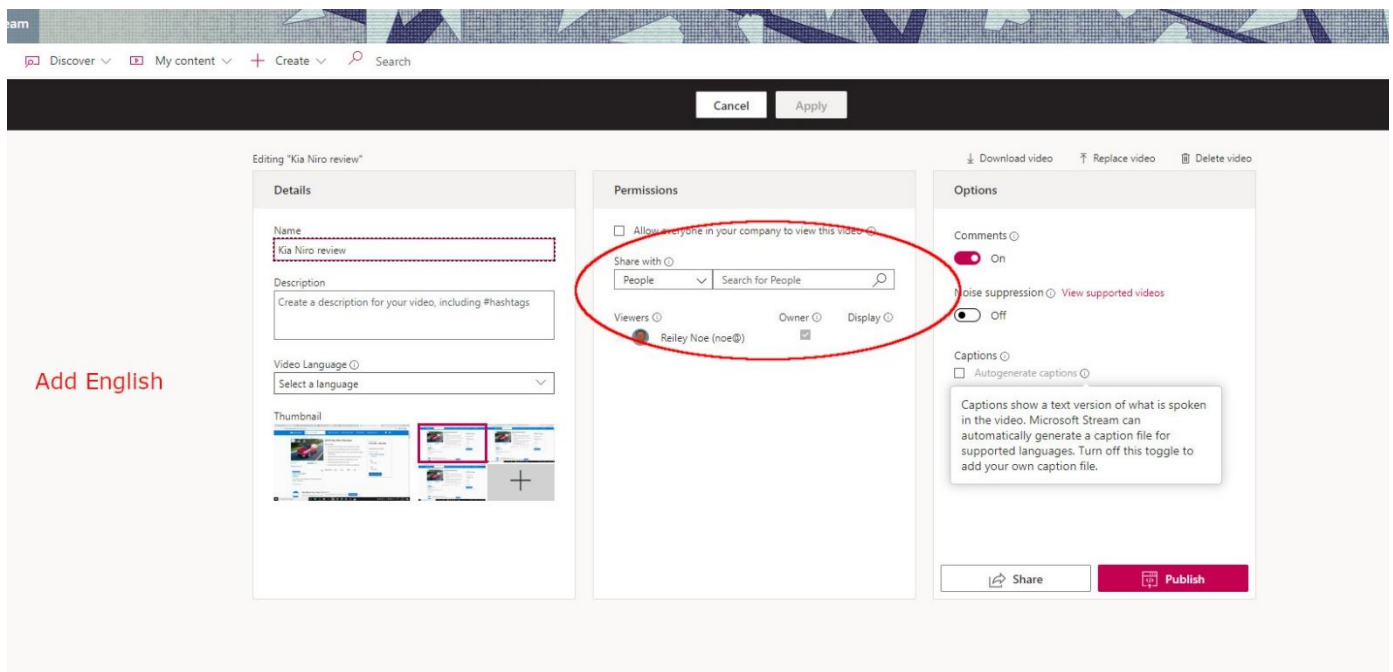
12. Name the video and choose English as the video language. By default this is shared with everyone one campus. If that's OK for you, click Publish and then you can share a link to the video....



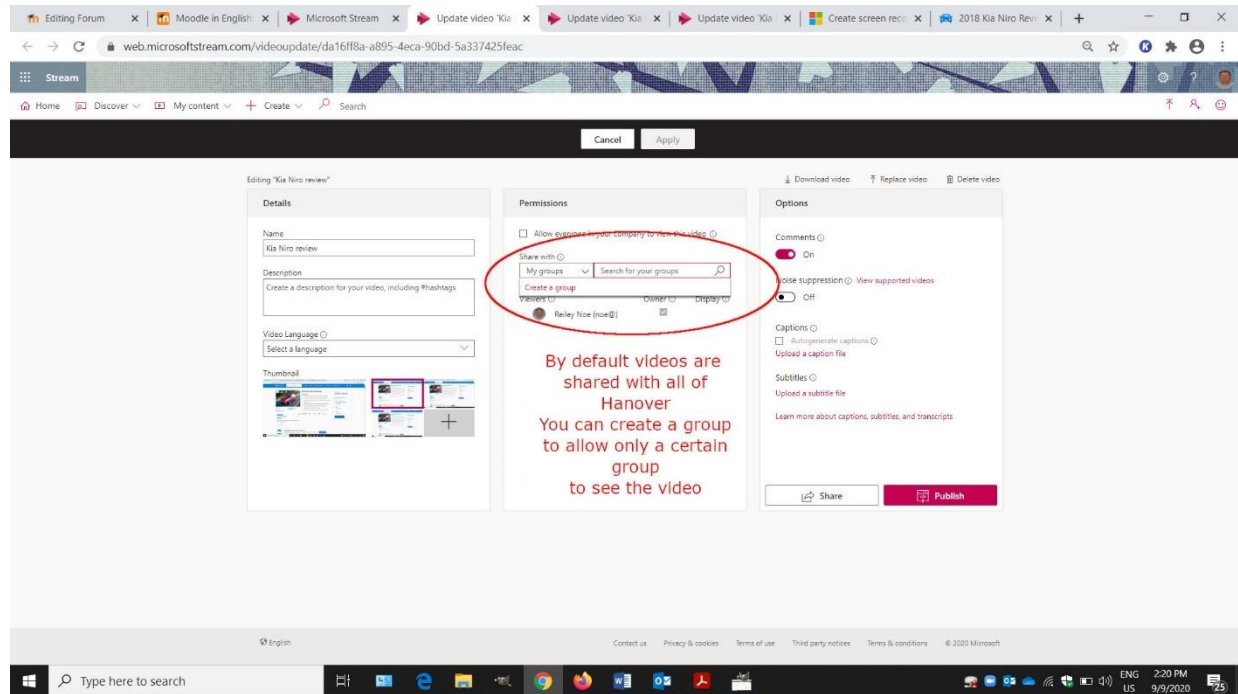
13. If you don't want this available to everyone on campus, then click on the Update Video Details.



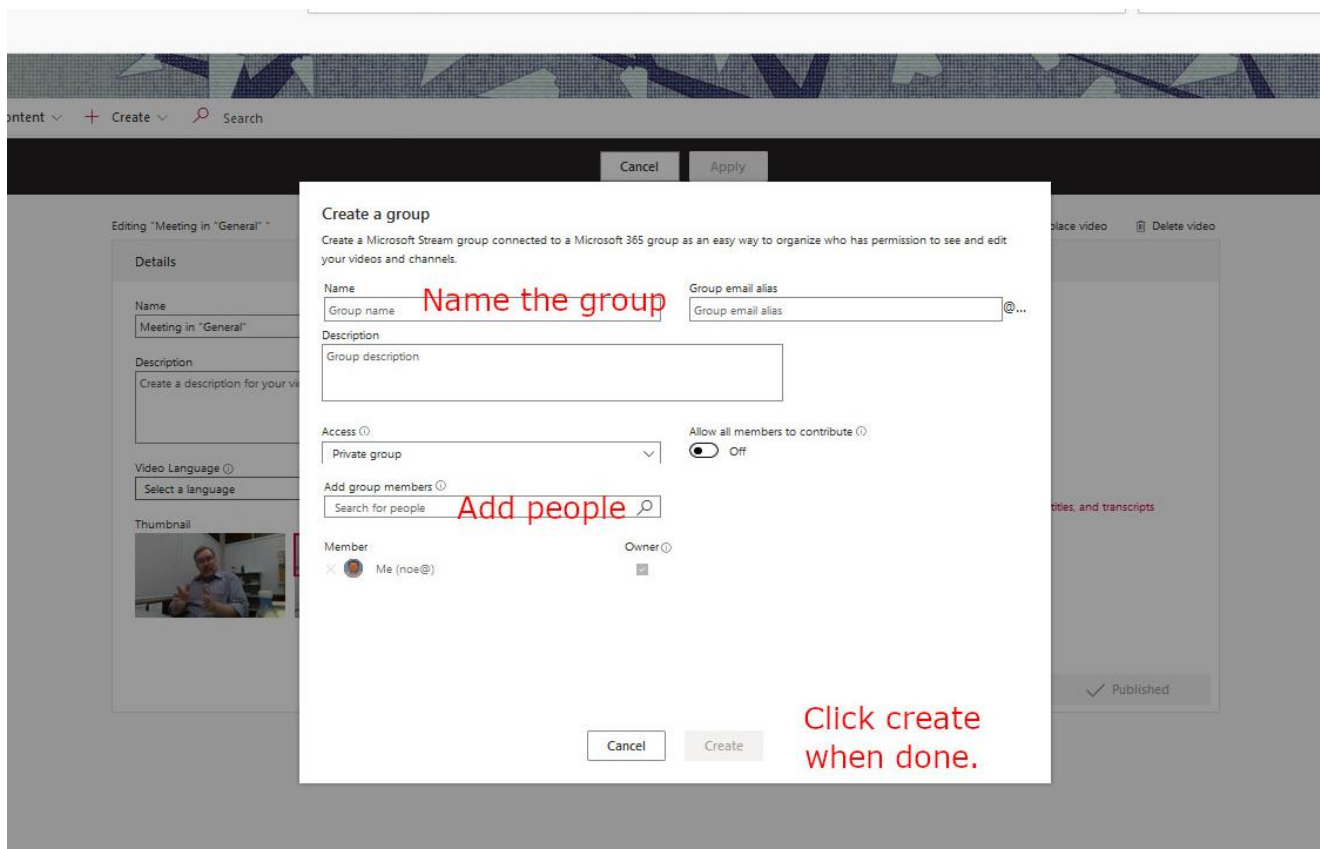
14. Make sure that the language is set to English. This will create auto-captions for your video. Now go to the center area of the page. You'll want to change the permissions for the video. You can search for specific people by adding their name and then clicking on the magnifying glass.



15. You can also create a re-usable grouping of people who can see a video. Move the down arrow to the left to Groups and either add a pre-established group or create one. To create on click on the search box with the magnifying glass. Add a group appears in pink below the search box.



16. To add a group, name it, then search for people to add to it. When they are added, click Done.



17. Once you have finished creating a group or adding any individuals that have permissions to view the video once you share it, then make sure that the auto-captioning is set up.

The screenshot shows the 'Editing "Kia Niro review"' interface. The 'Options' tab is active, and the 'Autogenerate captions' checkbox is checked. A red arrow points to this checkbox with the text 'Can auto caption the video.' below it. The 'Permissions' tab shows a list of viewers including 'Reiley Noe (noe@)' and 'Videotaping team'. The 'Details' tab shows the video name 'Kia Niro review' and the language 'English'. The 'Share' and 'Publish' buttons are at the bottom right.

Can auto caption the video.

18. Next click Publish. Then, if you want, you can share the video. Click on Share.

The screenshot shows the same 'Editing "Kia Niro review"' interface. The 'Share' and 'Publish' buttons are circled in red. The number '2.' is next to the 'Share' button, and the number '1.' is next to the 'Publish' button. The 'Autogenerate captions' checkbox is still checked.

2. 1.

18. Click on Copy to generate a link. Once you've generated it, it will be kept on a clipboard. Just past it into any e-mail or document that you want.

If you've specified specific people or groups as the people who have permission to view the video and someone outside of that group tries to view the video, he or she will not see it.

They will get an error message and won't be able to see it. If that happens, find your video and edit permissions to include that person.... if you want them to see it, that is.

