

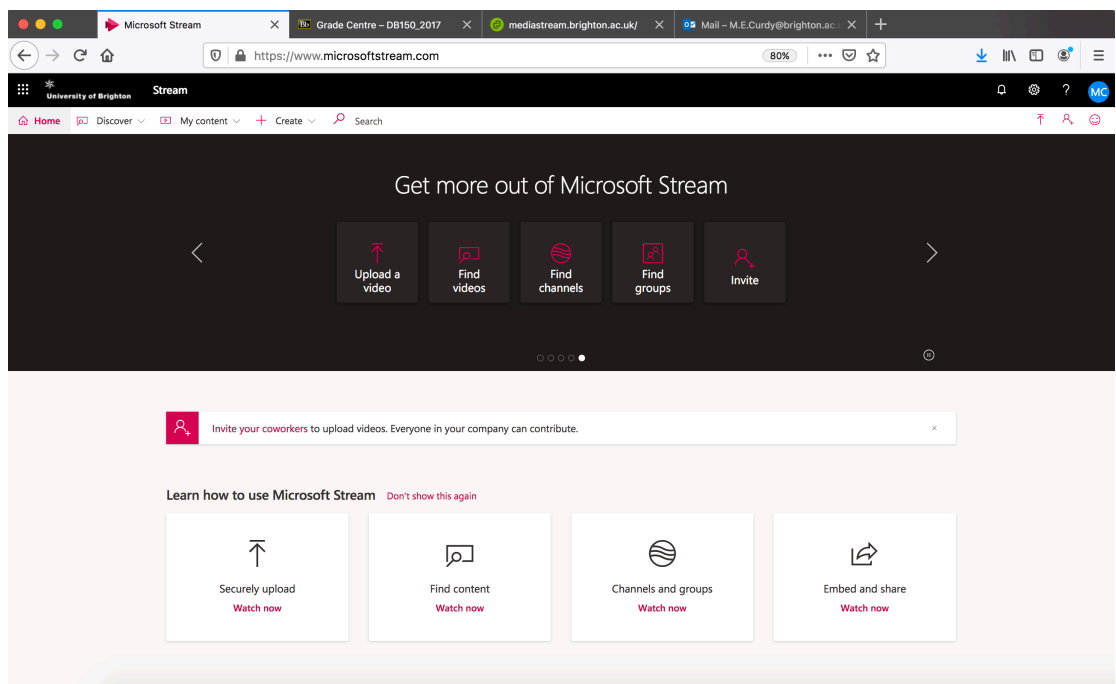
# Understanding what happens to your recorded lectures on Microsoft Teams

When you choose to record a lecture on your Team channel then they will be pushed to Microsoft Stream and then shared back to your team channel ready for the students on that channel to watch.

There may be occasions when you wish to share this wider or edit it so this document will explain how you can do this.

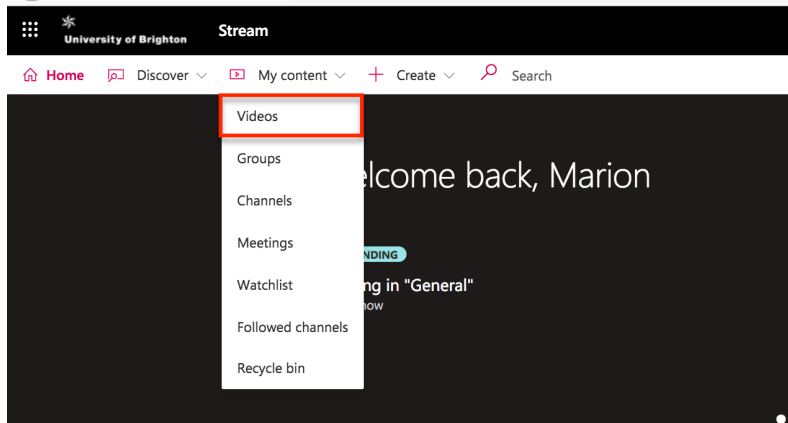
## Accessing your video on Microsoft Stream

1. Go to [microsoftstream.com](https://microsoftstream.com) and login with your university of Brighton email and usual password.

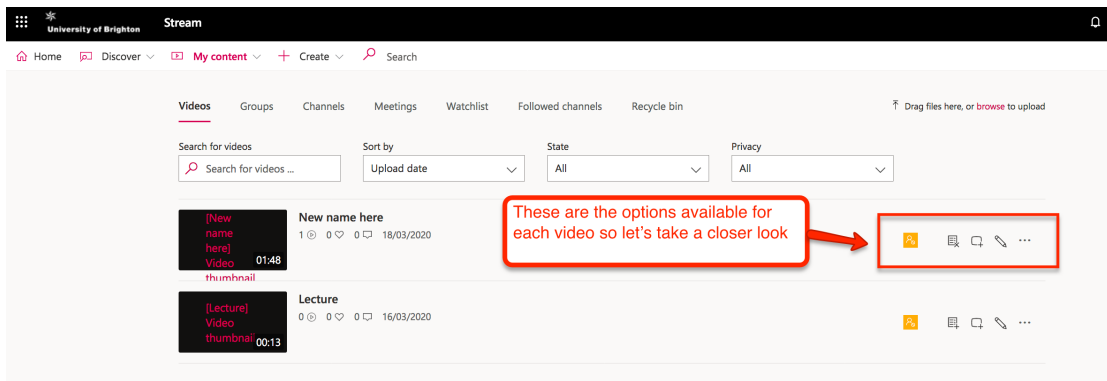


2. When logged in you will be taken to your Home page of Streams. Here you can view shared content and some useful tutorials, you may want to spend some time looking at these tutorials.

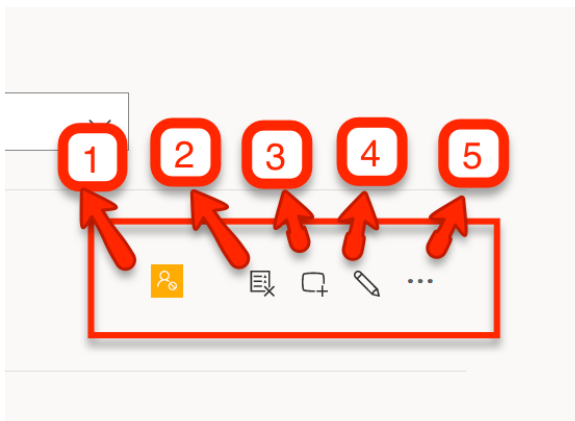
- To manage your videos click the My Content link on the menu at the top and then select Videos. This will take you to a page where you can manage all of your recorded videos.



- From here you can change the permissions, change the title/description etc. and download the file so that you can upload it to an alternative platform, eg. Mediamaster or YouTube. Let's take a look.

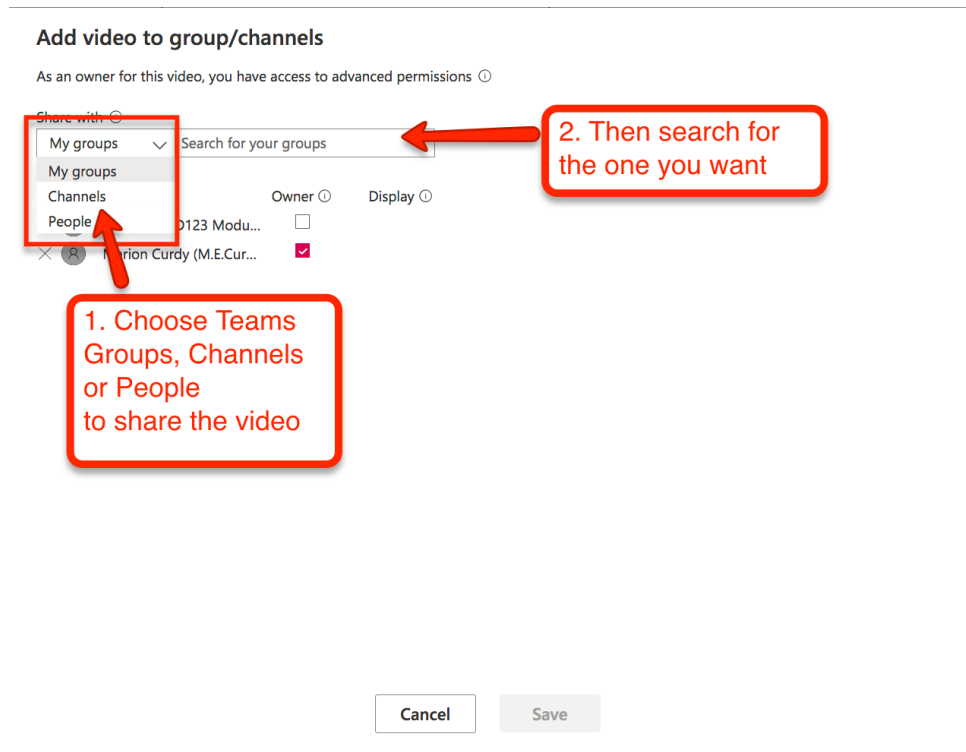


- Locate the video you want to work on and look for the buttons to the right. This is what they do.

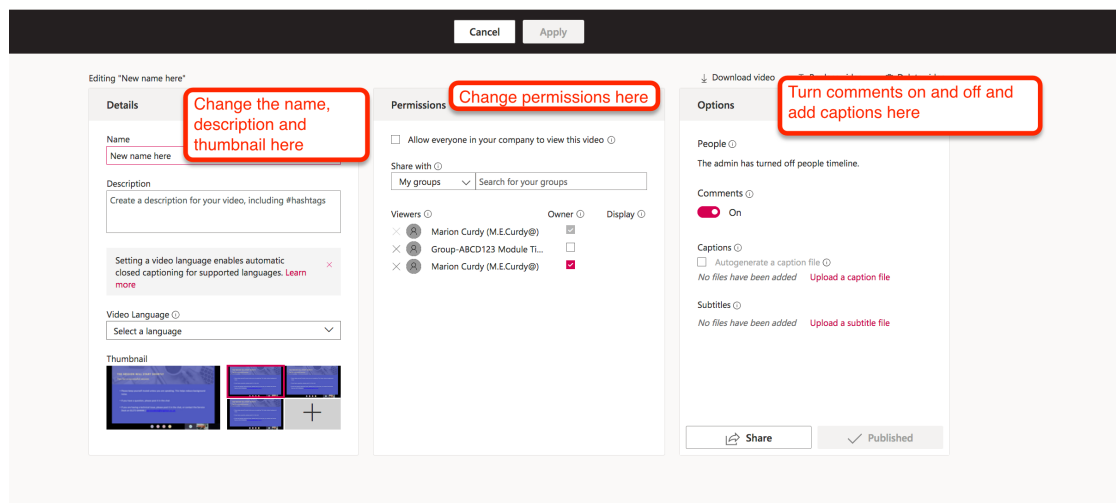


- This button allows you to make your video private or public, click to change.
- This button allows you to add or remove from your Watch list, this makes it easier to locate should you have lots of videos in your Stream.

- This button lets you change the permissions of the video to give more Teams, Channels or Individuals access.



- This button allows you to change the settings and permissions of the video from one screen.



- This button allows you to do the following:
  - Share** – this give a web link that enables access to the video
  - Replace video** – Swap the video with another version
  - Delete** – delete the video
  - Trim video** – trim beginning or end of the video
  - Download video** – download an MP4 video file, this could be uploaded to mediastream and shared on studentcentral

