

London's  
International  
Drama School

**Rose  
Bruford  
College**

of Theatre  
& Performance

# USING VIDEO CHANNELS IN OFFICE 365

V3 27.01.20

Guidelines

# Using Video Channels in Office 365

## 1. What are Video Channels for?

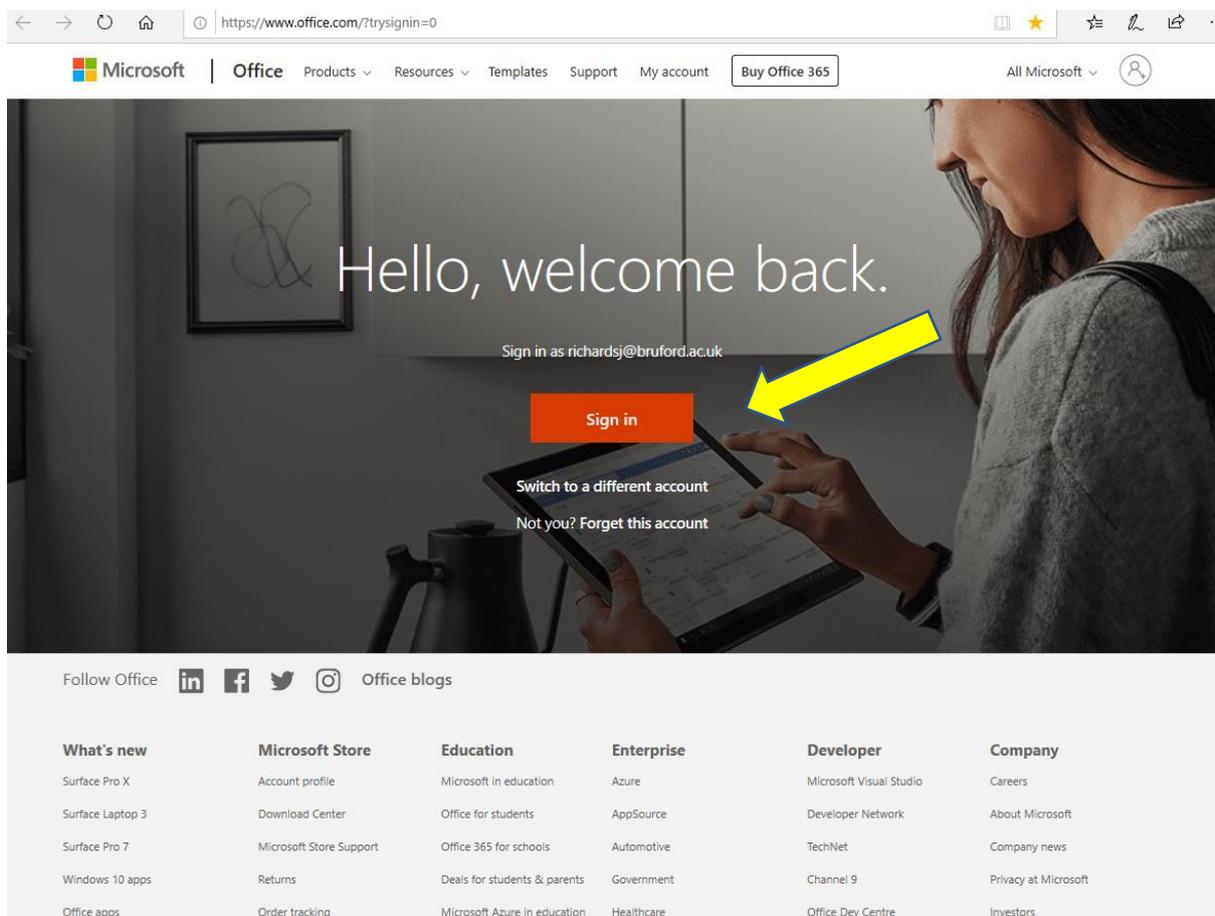
Video Channels allow you to

1. upload video material to share with others in a group
2. create your own channels

## 2. How do I start?

Log in to Office 365 sign in page: <https://www.office.com/?trysignin=0>

Click 'sign in' and follow the link to enter with your RBC username and password.

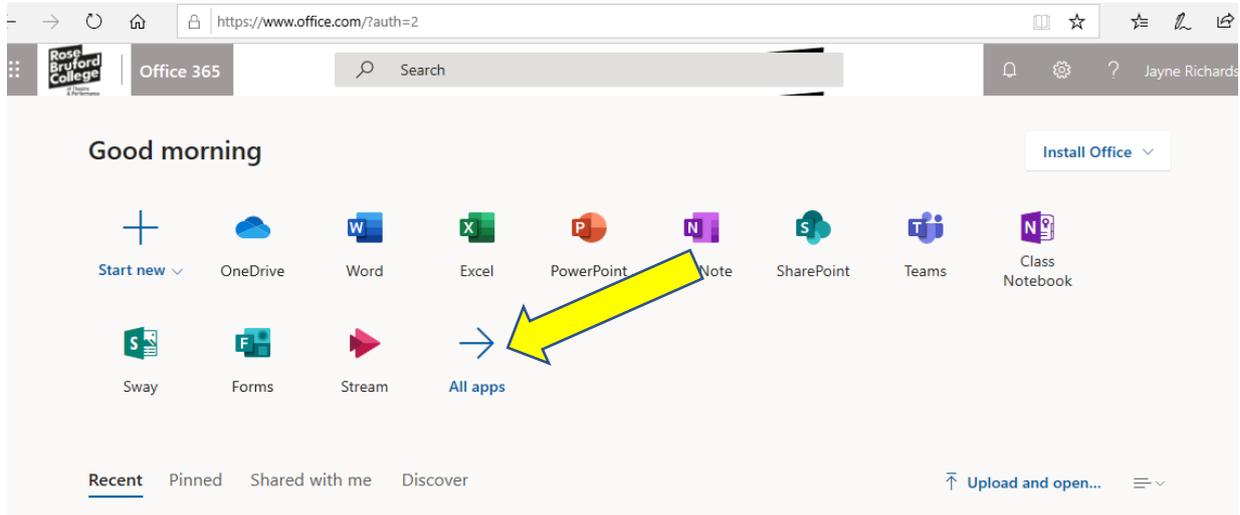


The screenshot displays the Office 365 sign-in interface. At the top, the Microsoft logo and navigation links (Office, Products, Resources, Templates, Support, My account, Buy Office 365) are visible. The main content area features a large background image of a woman using a tablet. Overlaid on this image is the text "Hello, welcome back." and "Sign in as richardsj@bruford.ac.uk". A prominent orange "Sign in" button is centered, with a yellow arrow pointing to it from the right. Below the button are two links: "Switch to a different account" and "Not you? Forget this account". At the bottom of the page, there are social media icons for LinkedIn, Facebook, Twitter, and Instagram, followed by "Office blogs". A navigation menu is located at the very bottom, organized into six columns: "What's new" (Surface Pro X, Surface Laptop 3, Surface Pro 7, Windows 10 apps, Office apps), "Microsoft Store" (Account profile, Download Center, Microsoft Store Support, Returns, Order tracking), "Education" (Microsoft in education, Office for students, Office 365 for schools, Deals for students & parents, Microsoft Azure in education), "Enterprise" (Azure, AppSource, Automotive, Government, Healthcare), "Developer" (Microsoft Visual Studio, Developer Network, TechNet, Channel 9, Office Dev Centre), and "Company" (Careers, About Microsoft, Company news, Privacy at Microsoft, Investors).

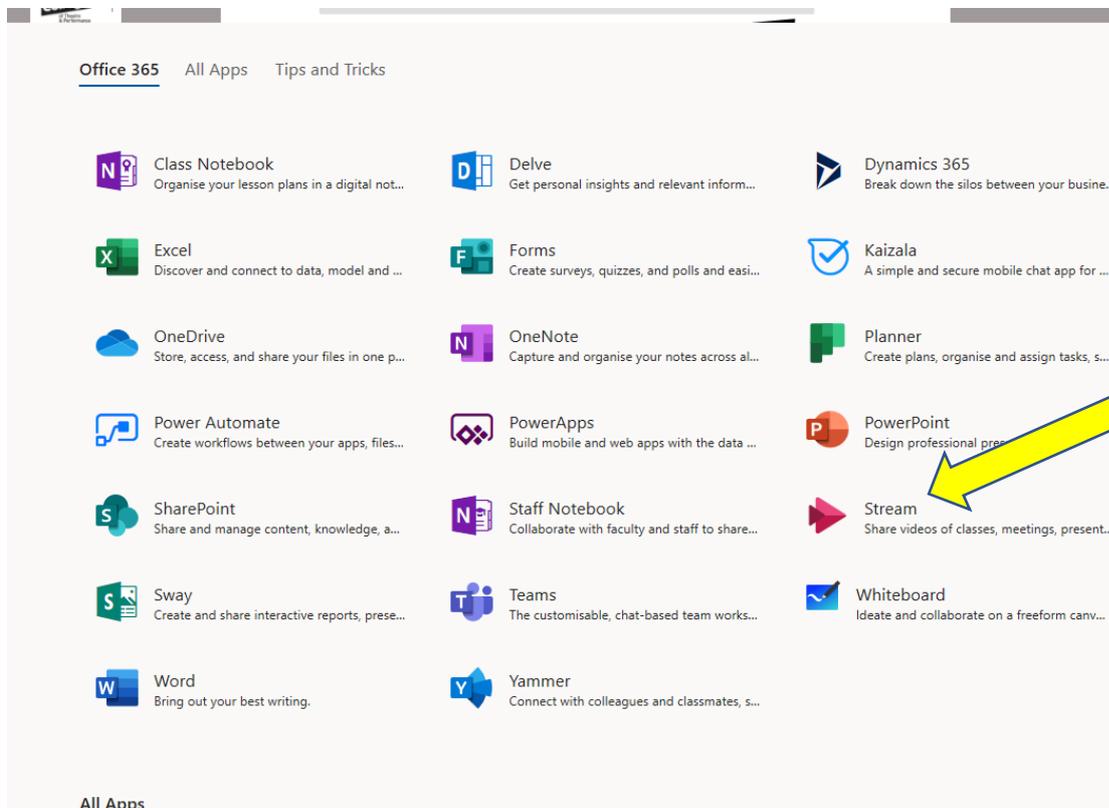
### 3. What am I looking for?

You will arrive on a page with lots of icons. You are looking for **Stream**.

If it is not showing on the list (because it has not been used by you for a while), **click** on 'All apps'

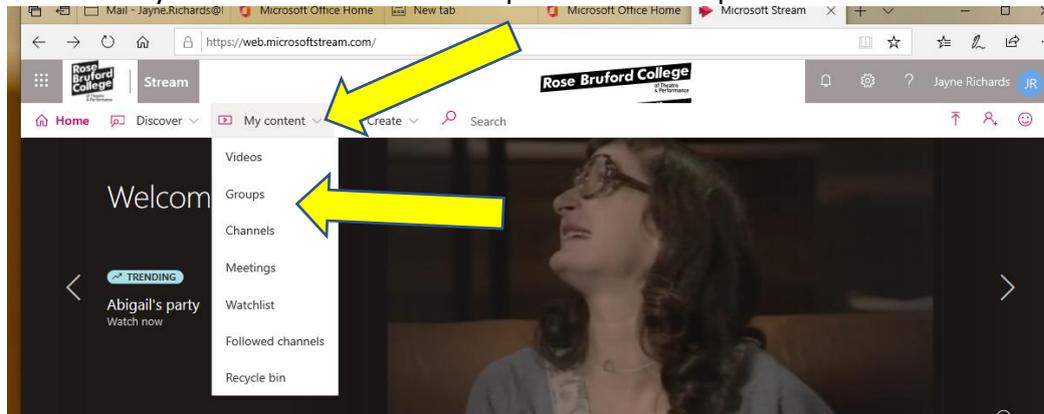


You will see a full list of apps. **Select Stream.**



Once you have selected Stream, this is what you will see.

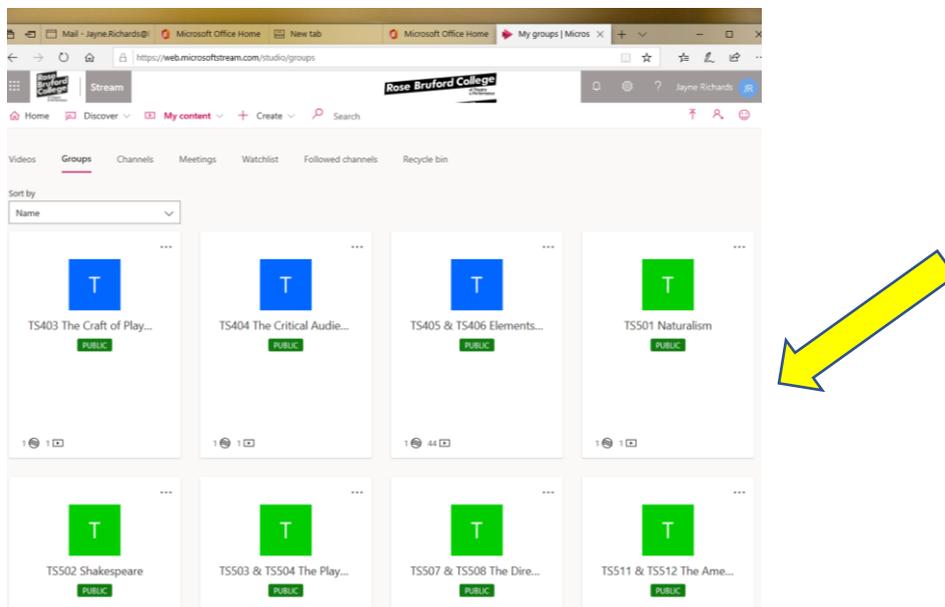
Click on 'My content' and select 'Groups' from the drop-down menu.



IMPORTANT: to upload to a channel, a **group** needs to be created. Details of how to create a group are detailed later in this Guide (section 5).

Below are channels created for module groups.

If a video channel for your module has been created scroll down to select it.

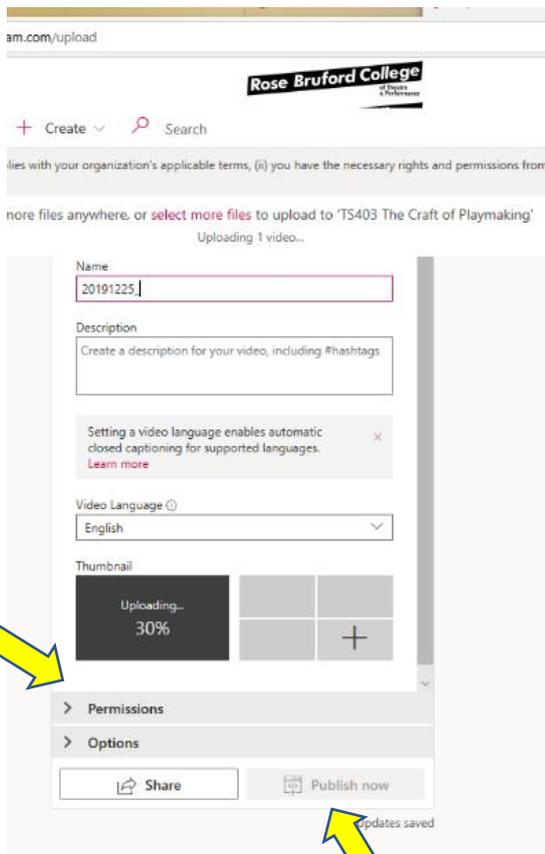
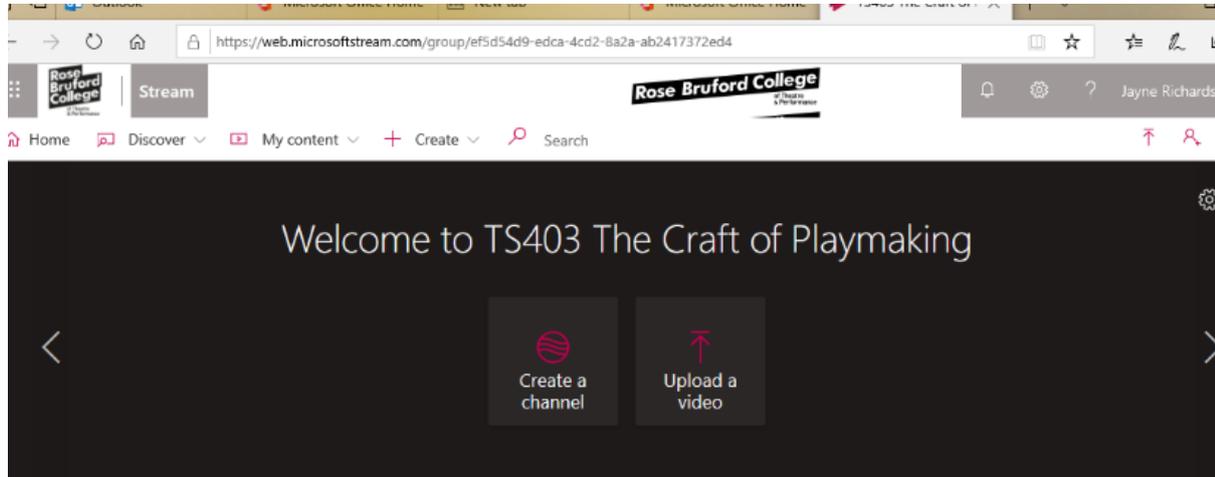


#### 4. How do I upload a video?

Here is an example of a video channel that has been created for a specific module.

Registered members of the group have rights to view and add new material.

To upload a video, simply **click** on 'Upload a video' and search for the file.



Complete the description and set the language.

**Click** on 'Permissions' to allow your module group to see the video.

**Click** 'Publish now' to complete your upload.

Your file will upload.

**IMPORTANT:** Once your video is uploaded, click to play and copy the ULR for easy access. You can embed this link in an assignment or portfolio.

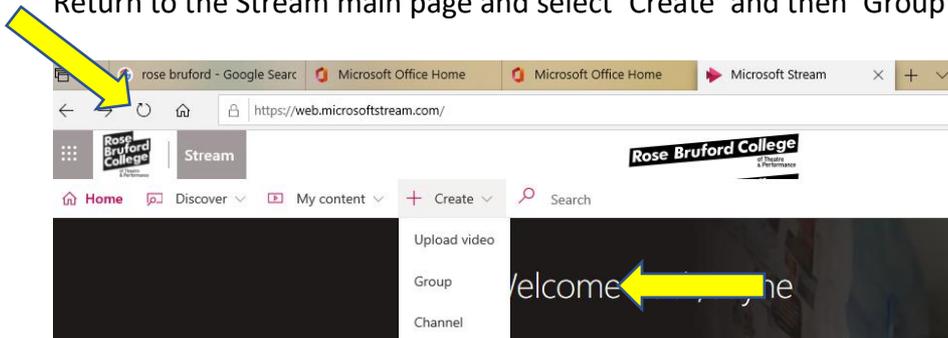
Note: a large MP4 file will take longer to upload.

## 5. How do I create a Group?

Go back to the Stream main page by clicking on the grey box marked 'Stream' (or, to return to 'all apps', click the RBC icon)

To create a video channel to share with a limited number of people, you need to create a group.

Return to the Stream main page and select 'Create' and then 'Group'



A form will appear; complete the fields.

Give your group a name.

The email alias will be picked up automatically.

Select your type of access.

Click to allow all members to add videos.

### Create a group

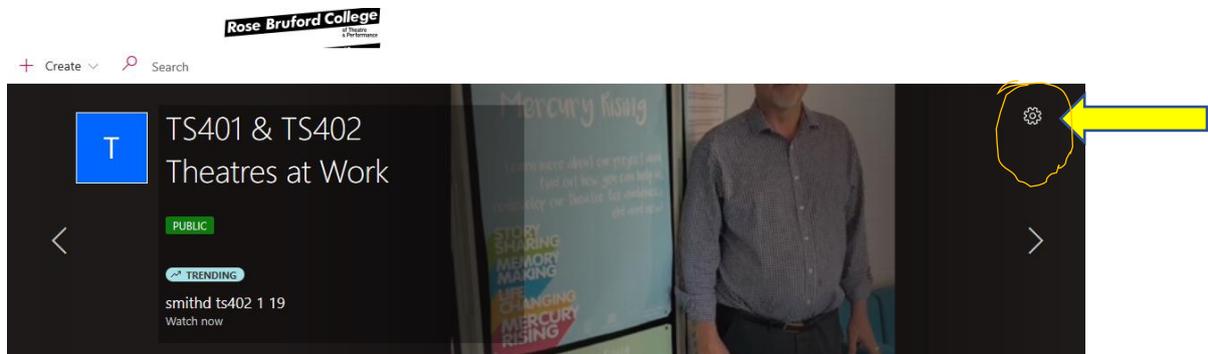
Create a Microsoft Stream group connected to an Office 365 group as an easy way to organize who has permission to see and edit your videos and channels.

Name	Group email alias
<input type="text" value="Group name"/>	<input type="text" value="Group email alias"/>
Description	
<input type="text" value="Group description"/>	
Access	Allow all members to contribute
<input type="text" value="Private group"/>	<input checked="" type="checkbox"/> On
Add group members	
<input type="text" value="Search for people"/>	
Member	Owner
<input type="text" value="Me (Jayne.Richards@)"/>	<input type="text" value=""/>

To add people, begin typing their name. You will be able to select directly from the College Distribution List.

## 7. How do I delete my group?

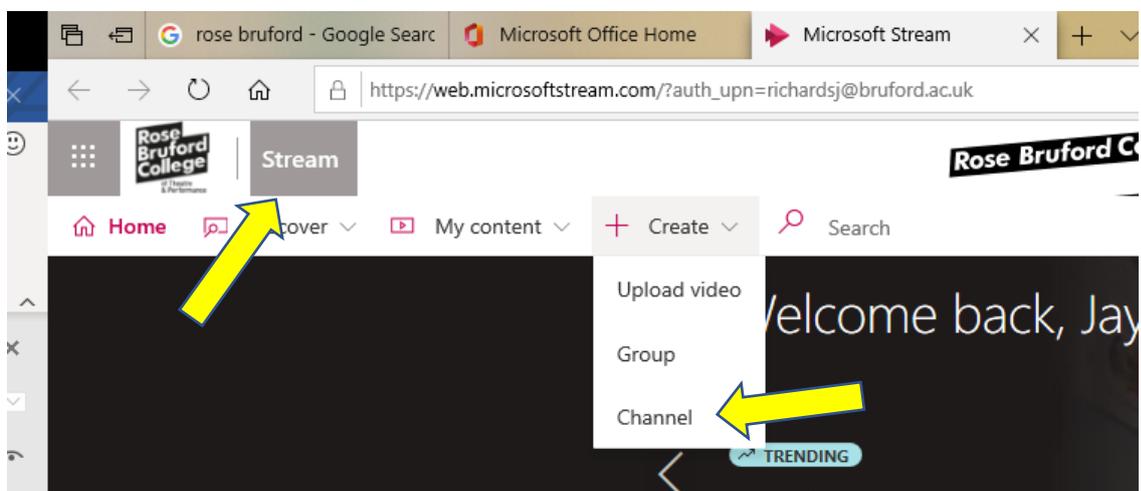
If you create a group, you are automatically the 'owner' and can delete it at any time. As owner, you will be able to see the cog icon on the front page of your group.



Click on the cog icon and select 'delete'

## 8. Create a Video Channel for your group.

First, return to the main page of Stream.  
Then **click** on 'Create' then 'Channel'



## Create a channel

Set up a channel to organize your videos

Channel name

Channel name

Complete the fields in the pop-up box.

Description

Channel description, #tag

To assist organisation, it is useful to use the Group name

Channel access ⓘ

Group channel  Companywide channel



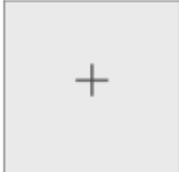
To create a private channel, click on 'Group channel'

Select group

Search for your groups

Add the name of your group.

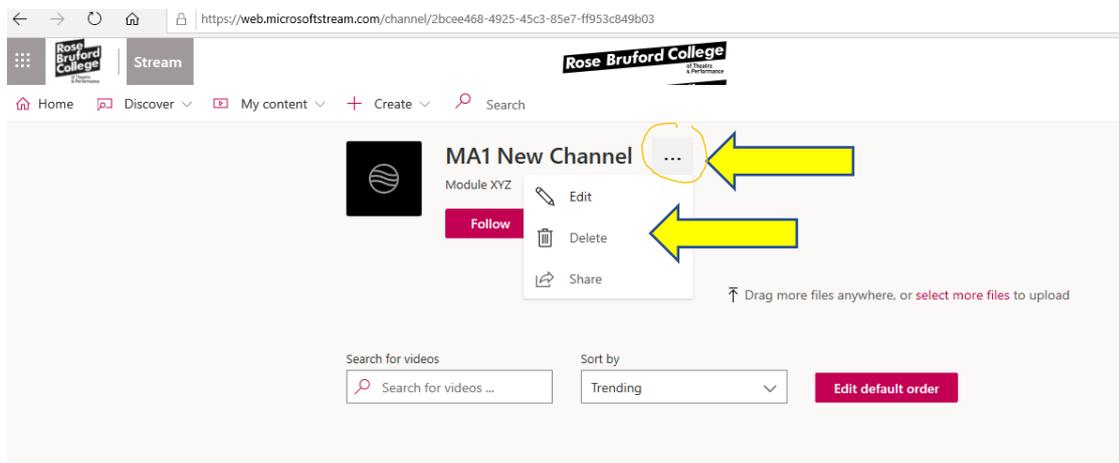
Custom channel image ⓘ



You can also upload an image or icon to help identify your channel.

## 8. How do I delete a channel?

To delete a channel click on the three dots (menu) icon. Select 'delete' from the dropdown menu.



### Notes:

Office 365 and other online learning tools are constantly being updated. Every endeavour will be to keep these documents up to date. However, if you note a problem please contact me.

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Online Curriculum Development Manager

Additional guides are available on using Mahara, 365 Teams, 365 Sway, Adobe Connect, and other platforms.