

## Four ways to Host a Video Meeting and share Videos using Office 365

### 1. Microsoft Stream Channel

<https://web.microsoftstream.com/channel/2fca1ea2-5a2c-48d1-b18c-c875265eec96>

Channel can be Public or limited to an Office 365 Group (a Team is a Group)

Shows All Content Uploaded to the Microsoft Stream Channel, collaboration is similar to YouTube.

If Desired, copy the link (one above), create a Tab in a Microsoft Teams Channel selecting Stream.

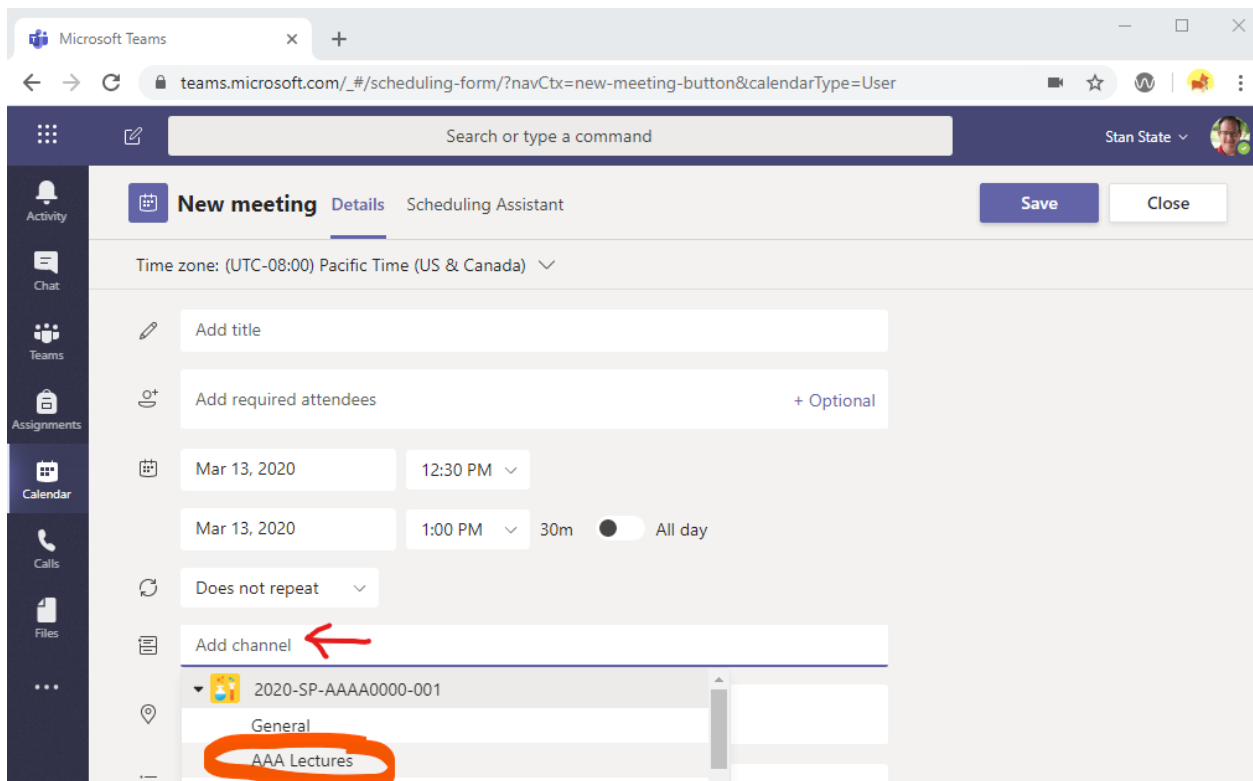
Link to Video will be placed in the Teams Channel Chat

Collaboration can occur in chat

### 2. Join Microsoft Teams Meeting

To Create:

- Microsoft Teams -> Calendar -> New Meeting
  - <https://teams.microsoft.com/#/scheduling-form/?navCtx=new-meeting-button&calendarType=User>
- Click Add channel
- Select the Team and Channel



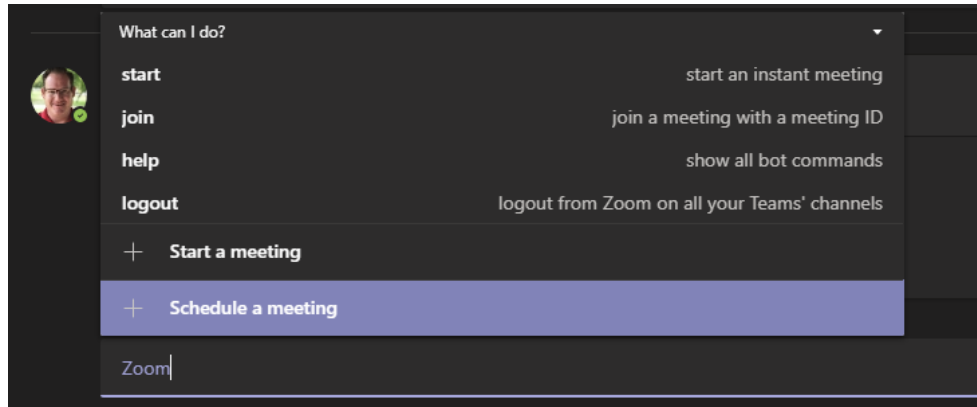
Meeting link is Posted in the Team Channel, permission restricted to only Students (Members) in the Microsoft Team.

Any Meeting Recording will be uploaded to Microsoft Stream and can be shared further.

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### 3. Zoom Meeting Bot

- Add Zoom Meeting Bot to the Class Team
  - Manage Meeting -> Apps -> More apps
  - Select Zoom
  - Select Add to Team
- In a Teams Channel
  - Type “@zoom”
  - Select “zoom” if prompted
  - Select “what can I do?”

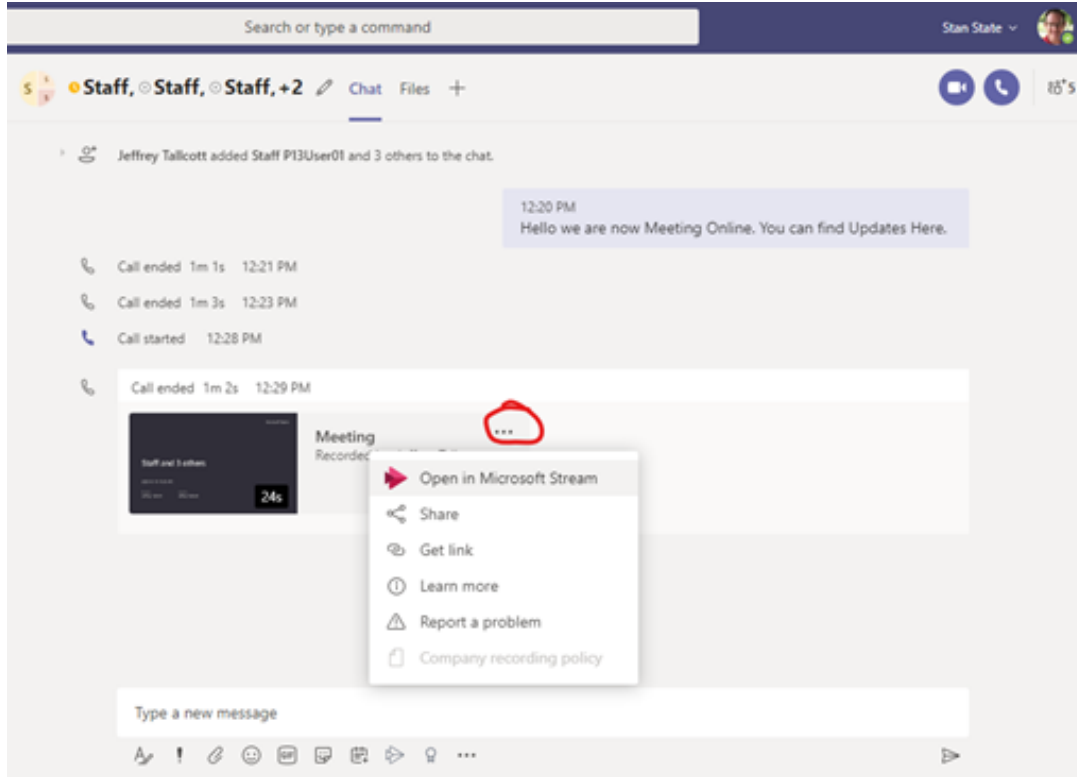


- Choose “Start”
- A Zoom Meeting Link is created and posted to the Channel

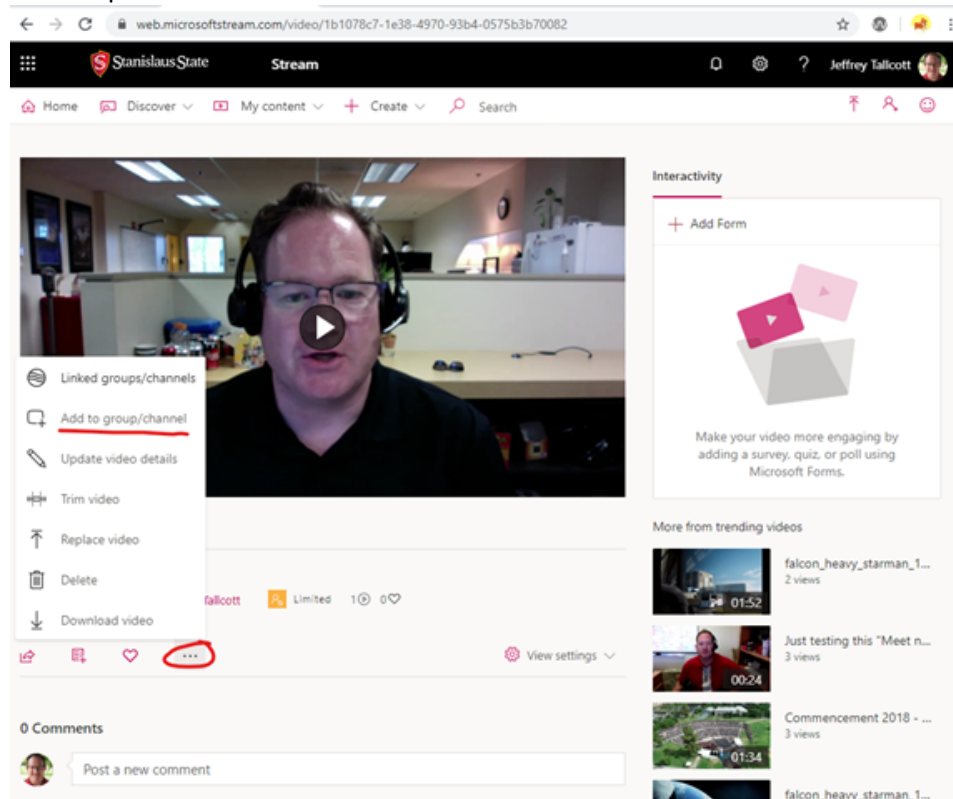
### 3. Teams Chat – No Team (Group) Required

- Log into Microsoft Teams and Click the Chat app in the left
  - <https://teams.microsoft.com/?ctx=chat>
- Start a new Chat with one or more other People.
- Click the Video button in top Left
- Video call will be started (like Face time)
- When ready, select Record.
- When Recording stops, video will be uploaded to Microsoft Stream with a Link in the Chat window.

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- To share with others:
  - Click the 3 horizontal dots in top of Video link in Chat (circled in Red Above)
  - Select Open in Microsoft Stream



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- In Stream
  - Click the 3 horizontal dots above the comments
  - Click Add to group/channel
  - Start typing 2020
  - Group and Channels will appear
  - Select one of the group channels
  - Select Save
  - Video now appears in the Stream Channel
  - Copy URL
  
- Login to Microsoft Teams
- Select a Team and Channel
- Click + to add a new Tab
- Select "Stream"
- Paste the URL copied from Stream
- Post with link is made in the Teams channel
- Users can Chat on the Tab