

Microsoft Stream

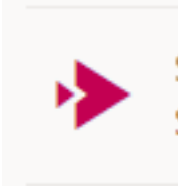
Microsoft Stream is a video-streaming service where people in the Missouri State University network can securely upload, view, organize and share videos. Stream can be used by people who are interested in using videos in the workplace to connect, collaborate, learn and share information. You can share videos within an organization or with a specific person or people, watch and share videos from your mobile device, and start and attend live-streaming events.

One of the most useful features of Microsoft Stream is the auto-captions generated for each video, and you can fully edit and customize these captions to create a video transcript.

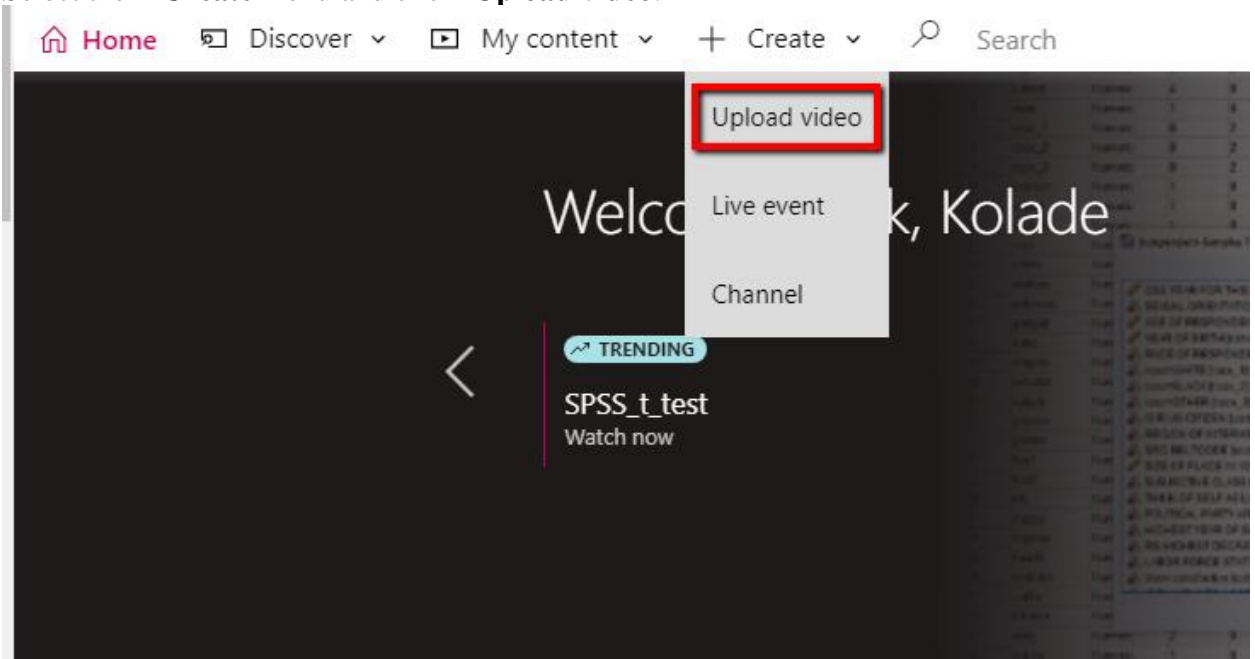
How to Use Microsoft Stream to Create a Video Transcript

You will need a video file to begin (.mp4 is recommended). Make sure the video is fully edited and its final form before uploading it to Stream.

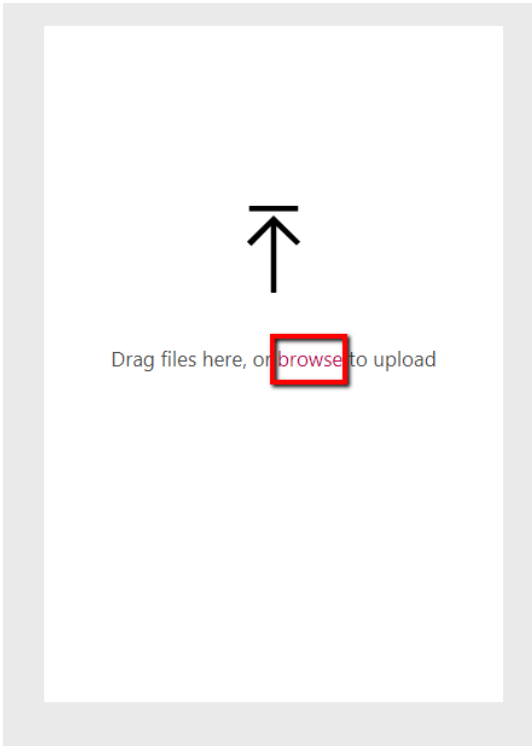
1. Log in in to your Missouri State [Office 365](#) account.
2. Select the **Stream** app. If the Stream app is not listed on your Office 365 portal, click **Explore all your apps** to locate Stream.



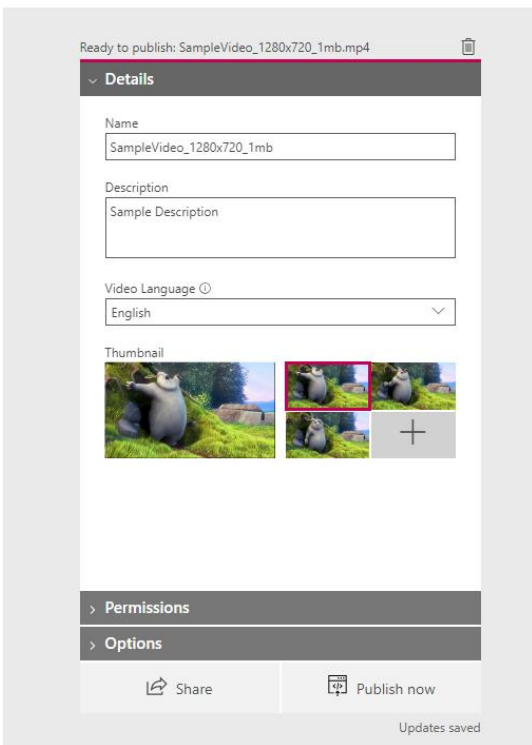
3. Select the + **Create** menu and click **Upload video**.



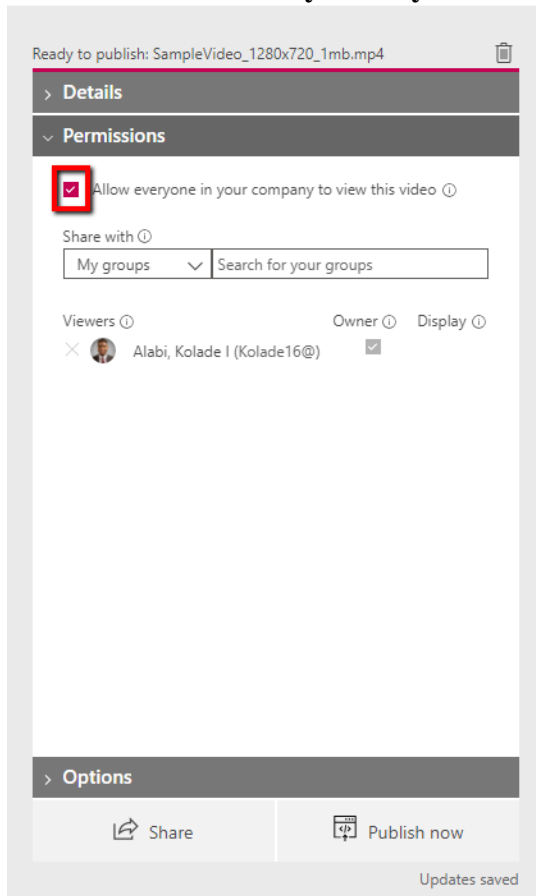
4. Locate your video file and either drag and drop it onto the upload page or select **Browse** to choose the file from your computer. Most video file formats are compatible, but .mp4 is recommended.



5. While your video is uploading, you can edit the details, set permissions, and set options for it.



6. By default, your uploaded video can be viewed by anyone in the Missouri State network who has an Office 365 account. If you would like to keep your video private, uncheck the box next to **Allow everyone in your company to view this video**.



Ready to publish: SampleVideo_1280x720_1mb.mp4

> Details


▼ Permissions

Allow everyone in your company to view this video ⓘ



Share with ⓘ

My groups ▼ Search for your groups

Viewers ⓘ Owner ⓘ Display ⓘ

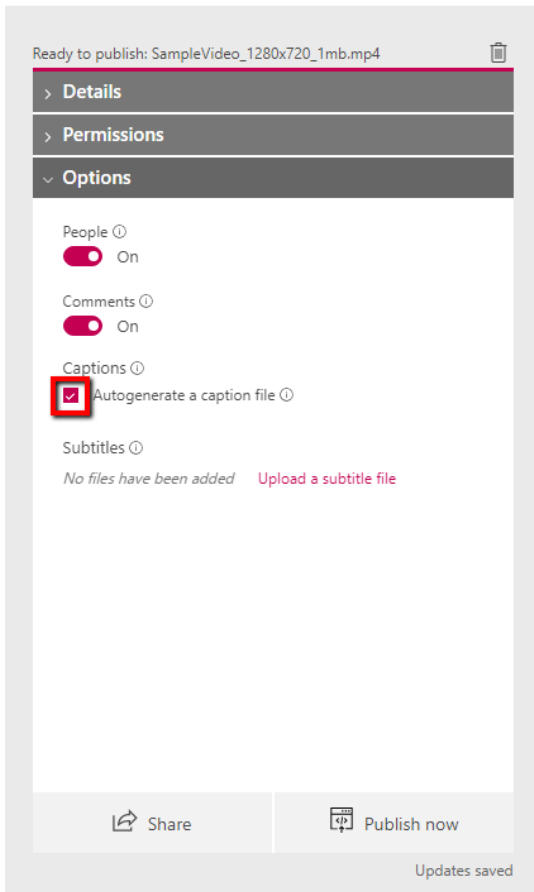
×  Alabi, Kolade I (Kolade16@)

> Options

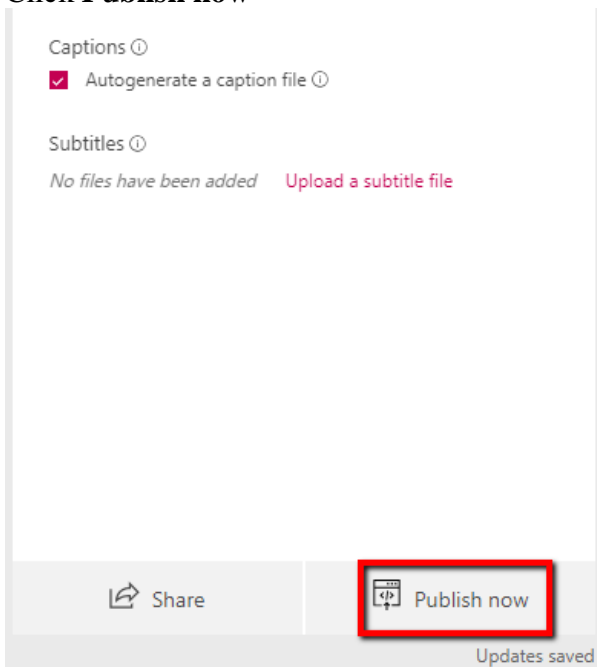
 Share  Publish now

Updates saved

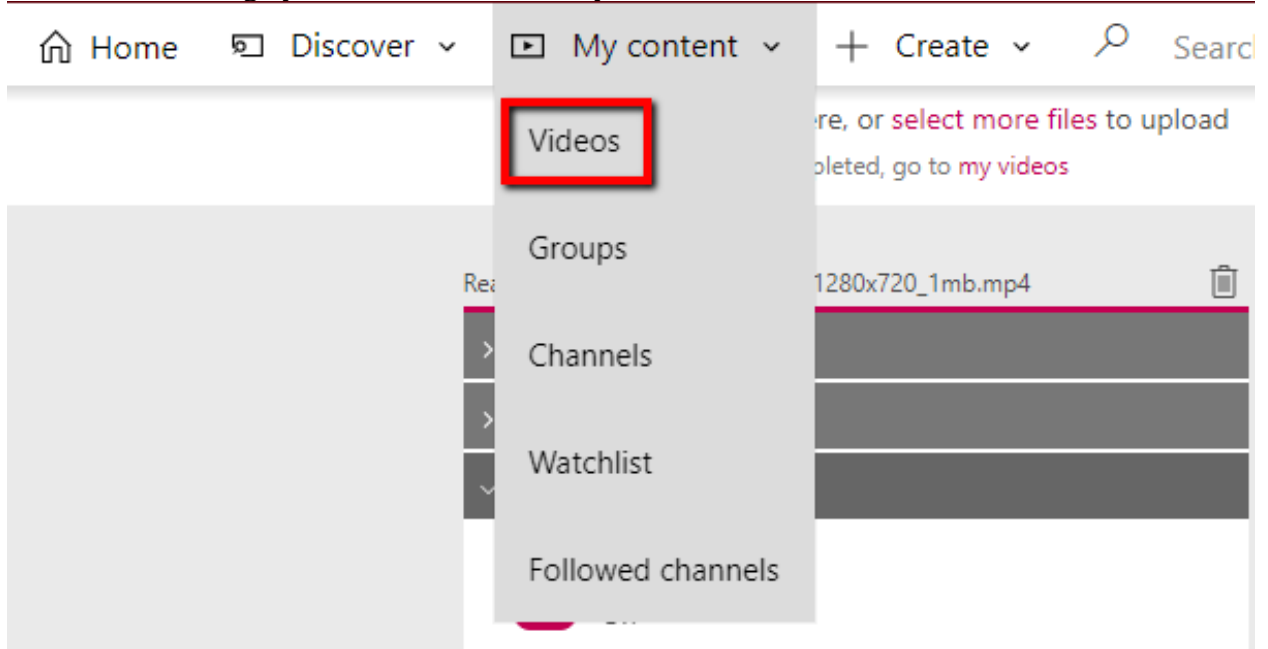
7. Select the **Options** menu and make sure the box next to **Autogenerate a caption file** is checked.



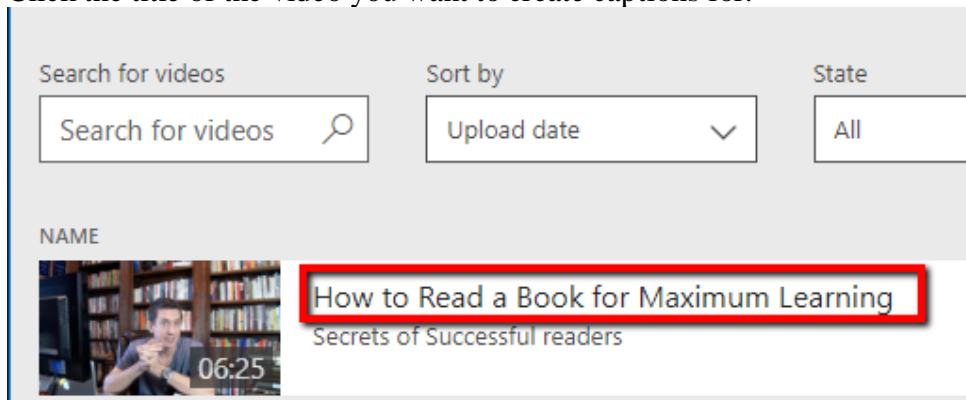
8. Click **Publish now**



9. To view and manage your video, select the **My content** menu and click **Videos**.

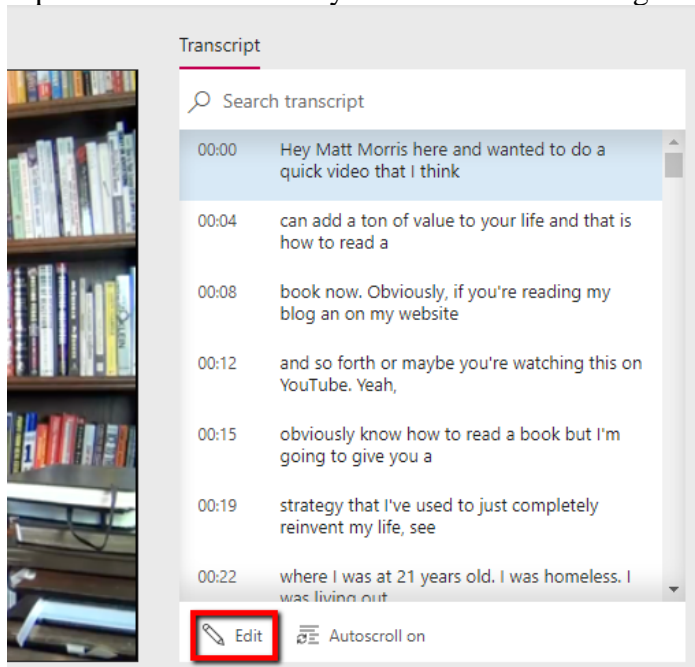


10. Click the title of the video you want to create captions for.

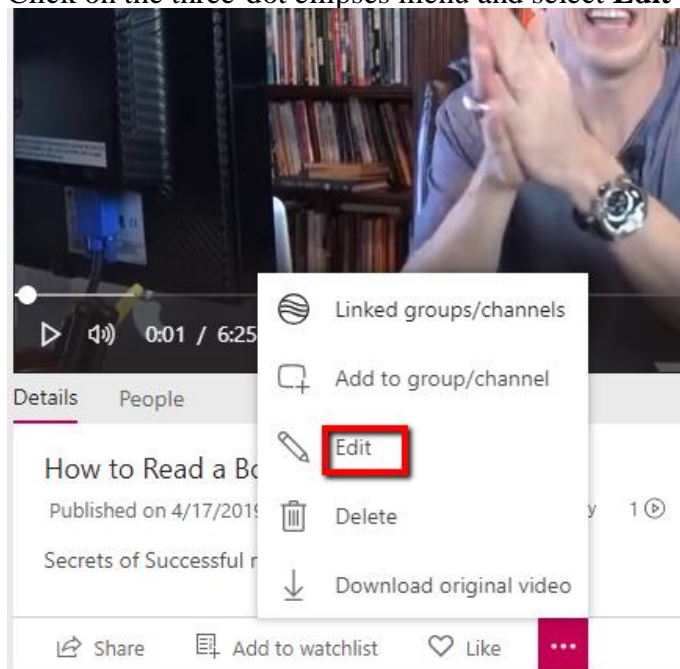


11. Allow some time for the video to be analyzed. You will then see an auto-generated transcript to the right of your video. If you don't see the transcript, make sure you followed Step 7 and give it a few minutes to load.
12. The auto-generated transcripts is fairly accurate, but you will need to make corrections. Locate the **Edit** button at the bottom of the transcript and select it to make changes to the

captions. You can watch your video while making corrections to the transcript.

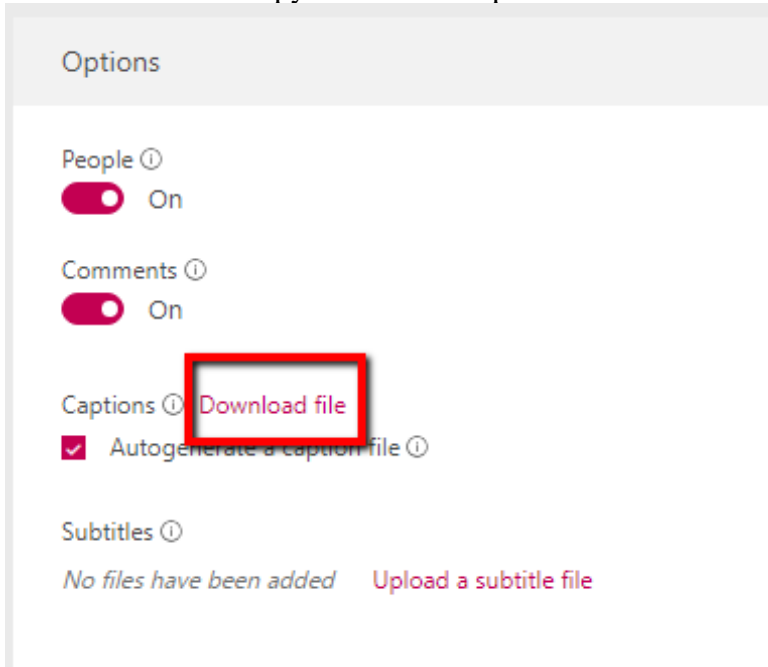


13. After you have corrected any errors in the transcript, make sure to watch your video from start to finish to ensure the transcript is accurate.
14. Click on the three-dot ellipses menu and select **Edit** to download the transcript file.



15. You can make changes to the video details, permissions, and options on this page (as done in Step 5). In the far-right column, locate the **Captions** option and select **Download**

file to download a copy of the transcript in .vtt format.



WebVTT (.vtt) files can be [added to PowerPoint](#) files, [attached to YouTube videos](#), and opened as text files. To add the transcript file to a [Mediasite](#) presentation, email the .vtt file to [Eric Taylor](#) with the Faculty Center for Teaching and Learning.

Resources

[Microsoft Stream FAQ](#)

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For questions or comments, contact the Computer Services Help Desk

HelpDesk@MissouriState.edu

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