

## Microsoft Stream – Best Practices

Below are several recommended best practices to keep in mind based on user experience:

- Make sure you are signed into Office 365 with your SWBTS email address
- Make sure to create a class channel and add your class group to it to make uploading and organizing videos easier
- Make sure you set the permissions on your video correctly to not allow companywide access, otherwise anyone with a SWBTS email address will be able to view it
- Make sure you upload your video to the class channel so that the class can easily access and view it
- Make sure to publish your video, especially after you share and embed it into Blackboard
- We recommend using the most updated version of Google Chrome or Mozilla Firefox for accessing Stream
- We recommend using a hardline internet connection when possible to view Stream videos (mobile hotspots are not recommended for a good experience when using Stream)

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