



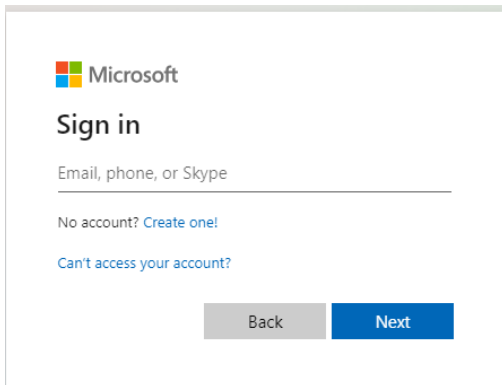
## How to Download and Save Stream Videos

February 16, 2024

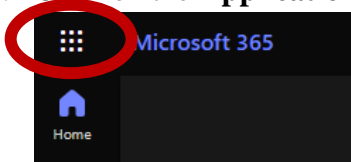
All videos must be downloaded from Stream Classic and uploaded to Stream (on SharePoint) by **April 15, 2024** or they will be deleted.

### Accessing Stream

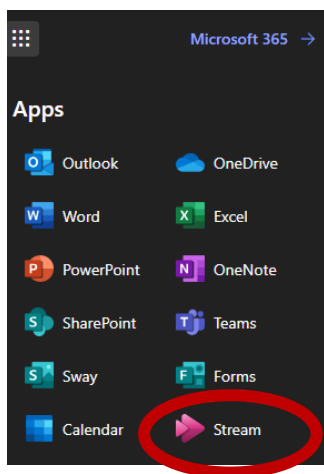
1. Go to [login.microsoftonline.com](https://login.microsoftonline.com) and log in with your district email and password



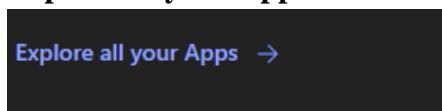
2. Click on the **Application** launcher in the top left-hand corner.



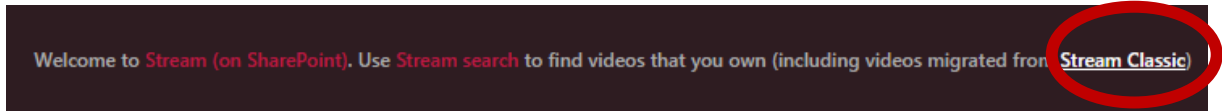
3. Select **Stream**.



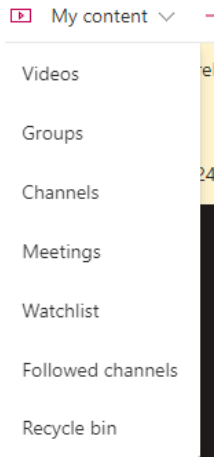
If you do not see **Stream** in your menu, you may have to scroll to the bottom and select **Explore all your Apps**.



4. Click on **Stream Classic** located in the top right.



5. At the top of the screen select **My Content**.

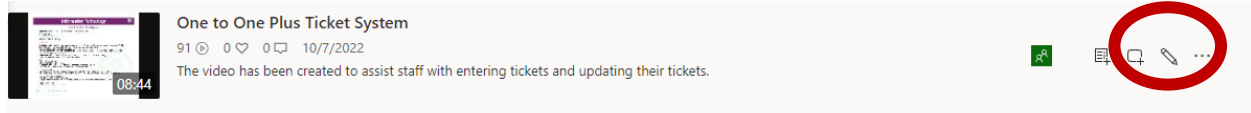


6. Select **Videos**.
  - Here you will find all videos that you have either created and/or uploaded into your Stream (Classic) account.

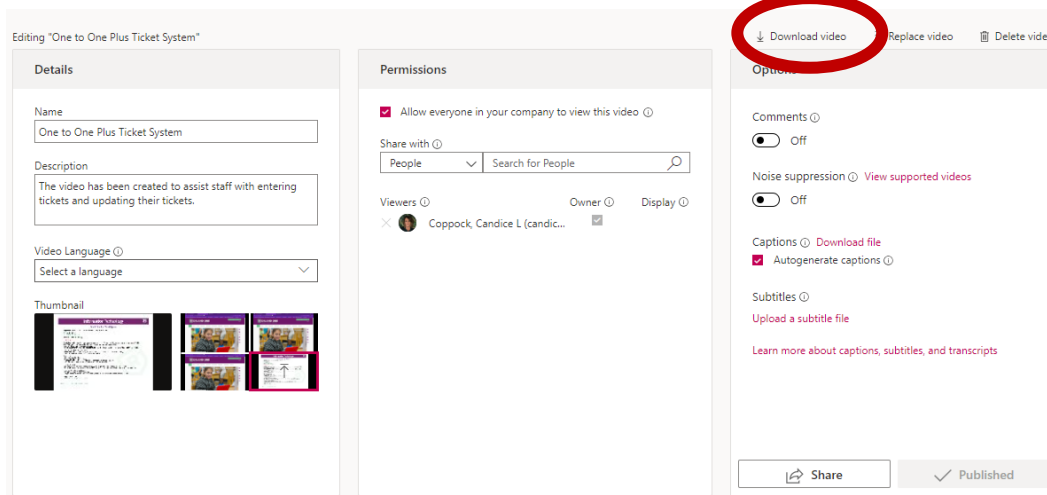
## Saving Videos

The next process will need to be followed for each video you wish to be saved. Any video that is not saved into the new Stream (SharePoint) will be deleted.

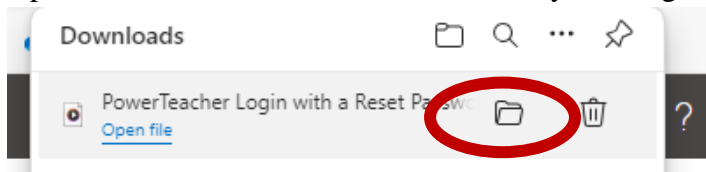
1. Locate the video you wish to download and click the **Pencil** icon.



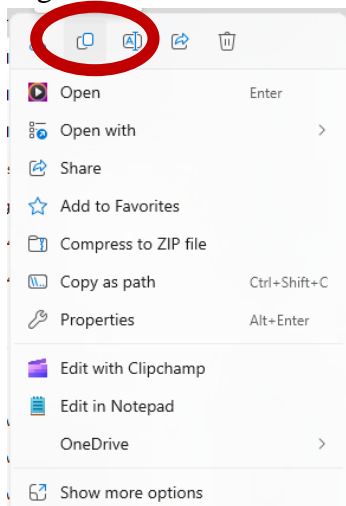
2. Click on **Download** video.



3. Open the file location of the saved video by clicking on the **folder** icon.



4. Right click on the file and copy.

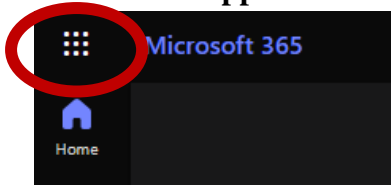




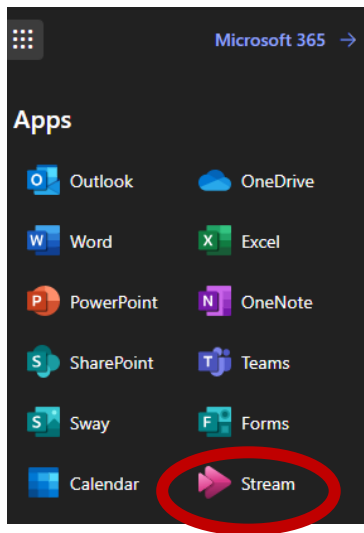
5. Open your OneDrive.
  - If you do not have a folder already created labeled “Videos” go ahead and create one.
  - If you have a folder labeled “Videos” open that folder.
6. Paste your copied video on the Videos folder in your OneDrive.

### Uploading Videos into Stream (SharePoint)

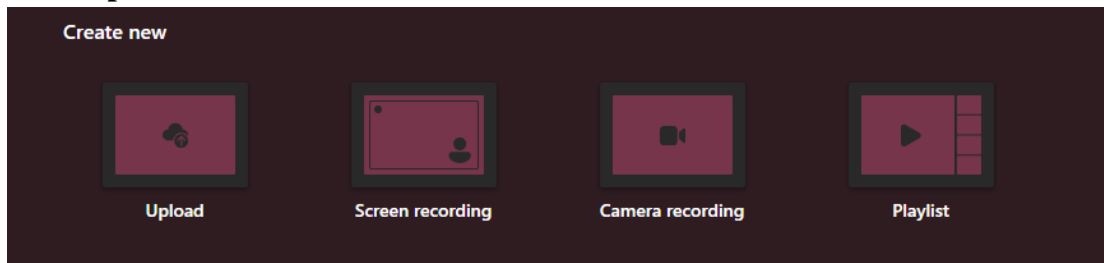
1. Click on the **Application** launcher in the top left-hand corner.



2. Select **Stream**

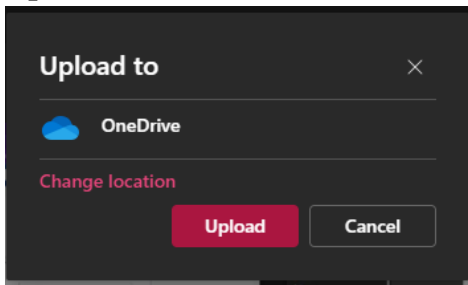


3. Click **Upload**





4. Find the video you wish to upload from your One Drive, Upload to One Drive, Click **Upload**.



After a few minutes, depending on the file size, your file will be saved in your Stream (SharePoint) and then you can share with others by clicking on the three (3) dots.

