

Manage TEAMS recordings in Microsoft Stream

(1) Sign into Microsoft Stream account using your HC email address, followed by your NetID and password:

https://www.microsoft.com/en-us/microsoft-365/microsoft-stream

Microsoft		Microsoft 365	Products ~	Resources ∨	Templates	Support		
Microsoft Stream Engage and inform with intelligent video								
See p	lans	and pricing		Sign in				

(2) On the top under the "**My content**" tab, choose "**Videos**":



(3) <u>Delete</u> the videos that you don't need anymore or <u>Download</u> the videos that you want to keep.

	Meeting in "Microsoft Teams" 5	ጽ	
57:24		È	Share
		$\overline{\uparrow}$	Replace video
		<u>ا</u>	Delete
		nĦn	Trim video
		▶ ⊥	Download video

This will greatly help us release the College's Stream storage space.

Thank You very much in advance.

If you need any further help, please contact

eLearning Office 447-6364 elearning@helenacollege.edu

If you have technical issues with your MS Teams or Stream account, please contact

IT Department 447-6960 IT@helenacollege.edu