# Create a screen recording with MS STREAM

Screenshots work great, but sometimes a quick how-to video can create a more powerful message. Using Microsoft Stream, you can create short screen recordings of up to 15 minutes, including your camera and microphone, without any additional software.

Get started

 Important

To record your screen, you must use the latest Microsoft Edge or Google Chrome on Windows 10 or macOS. Learn about **supported browsers and limitations**.

1. Go to https://web.microsoftstream.com/ Select **Create** > **Record screen** in Microsoft Stream.
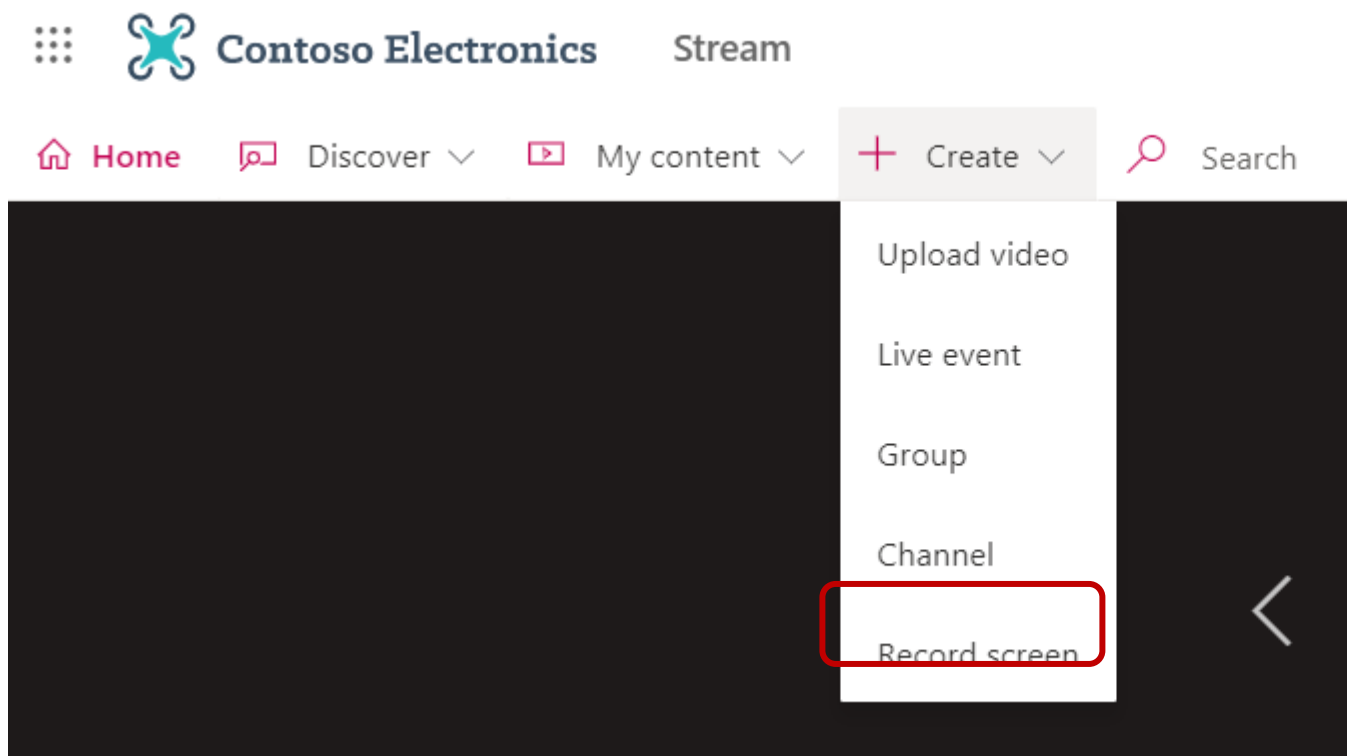

2. When prompted by your browser, select **Allow** Microsoft Stream to use your camera and microphone.

3. If you select **Block**, your camera and microphone will be disabled. To enable them, click lock icon in your browser's address bar and select **Allow** next to the appropriate device.
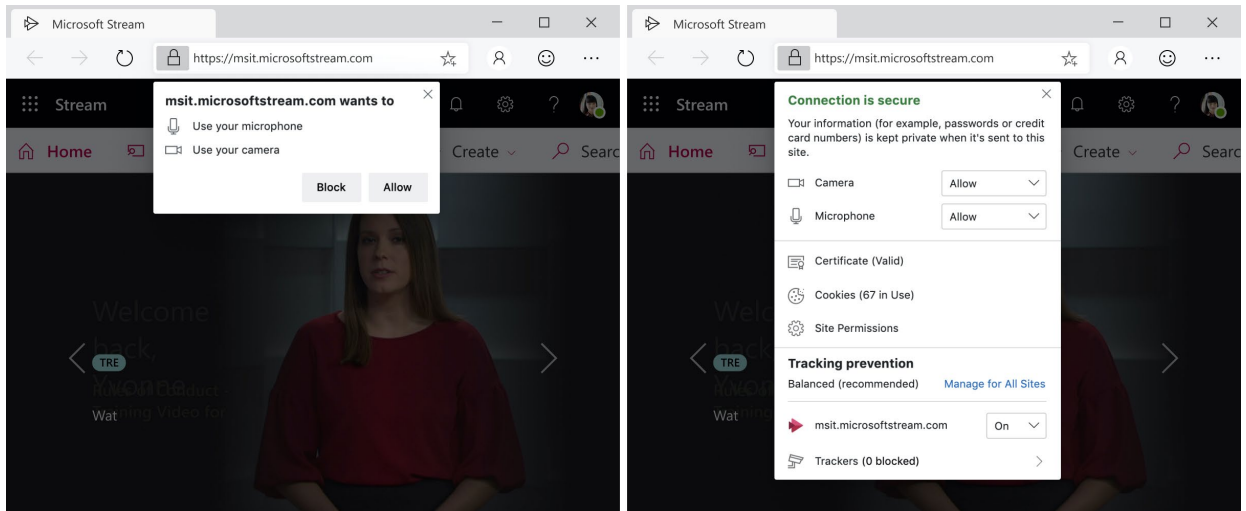

4. Select or to set up your camera and microphone. If you're using a USB camera or microphone, make sure it's plugged in and select it from the menu. You can also turn off your camera and microphone if you don't wish to include them in your recording.
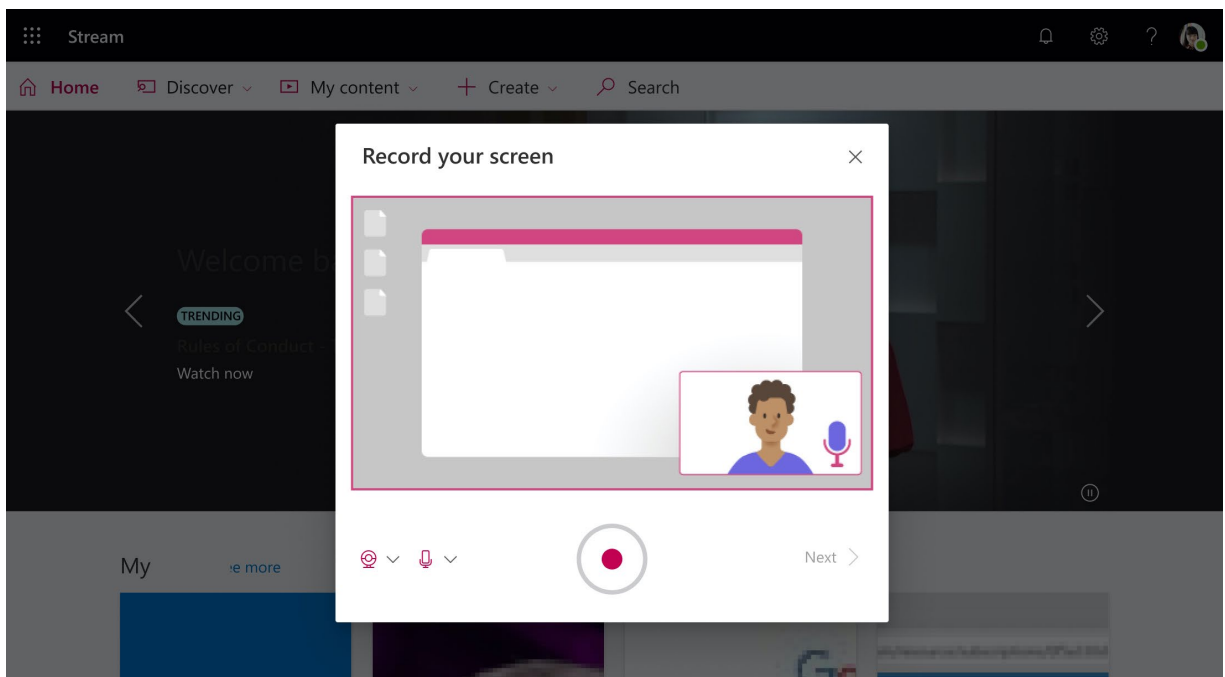

5. You're now ready to start recording!

Record the screen

1. Select ⊙ to start recording.
2. Select which content from your screen you wish to share—your entire screen, an application window, or browser tab—then click **Share**. To include audio from your computer in the recording, select the checkbox **Share audio**.
3. If you're using macOS Catalina, you may need to set up screen recording permissions in **System Preferences**. Learn more about macOS Catalina permissions.
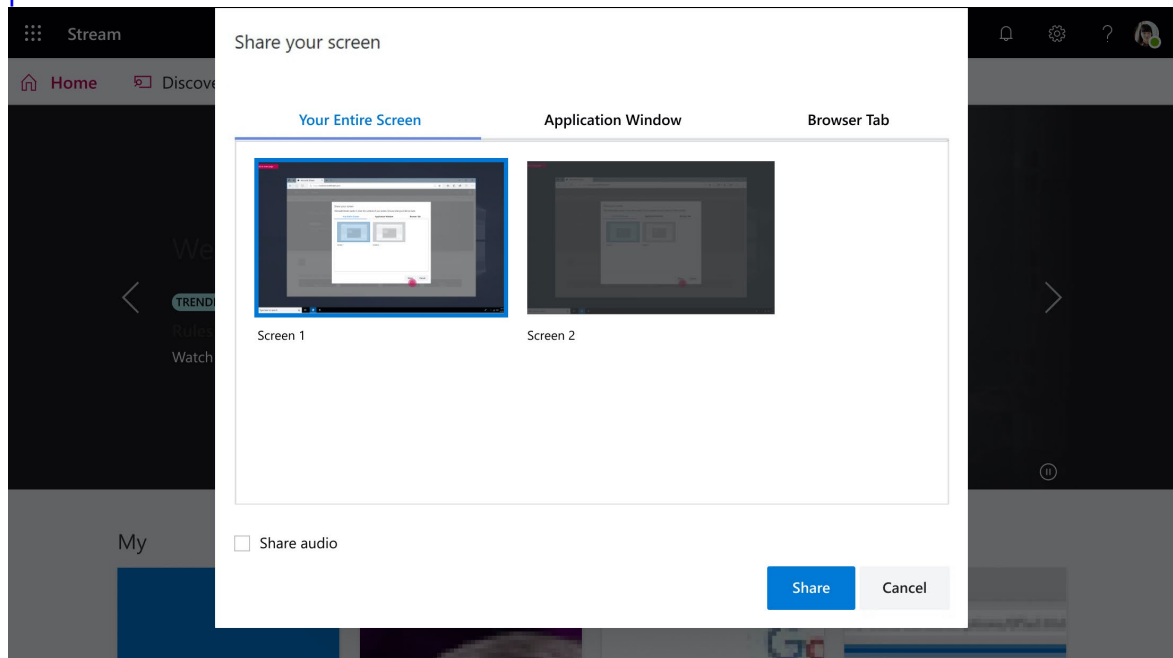

4. Wait until the countdown for the recording to begin. Once you begin, you'll see a timer and the time limit.
5. You can now switch to the application or window you wish to record.
6. When you're finished recording, or if you want to take a break, switch back to the Microsoft Stream screen recorder tab in your browser.
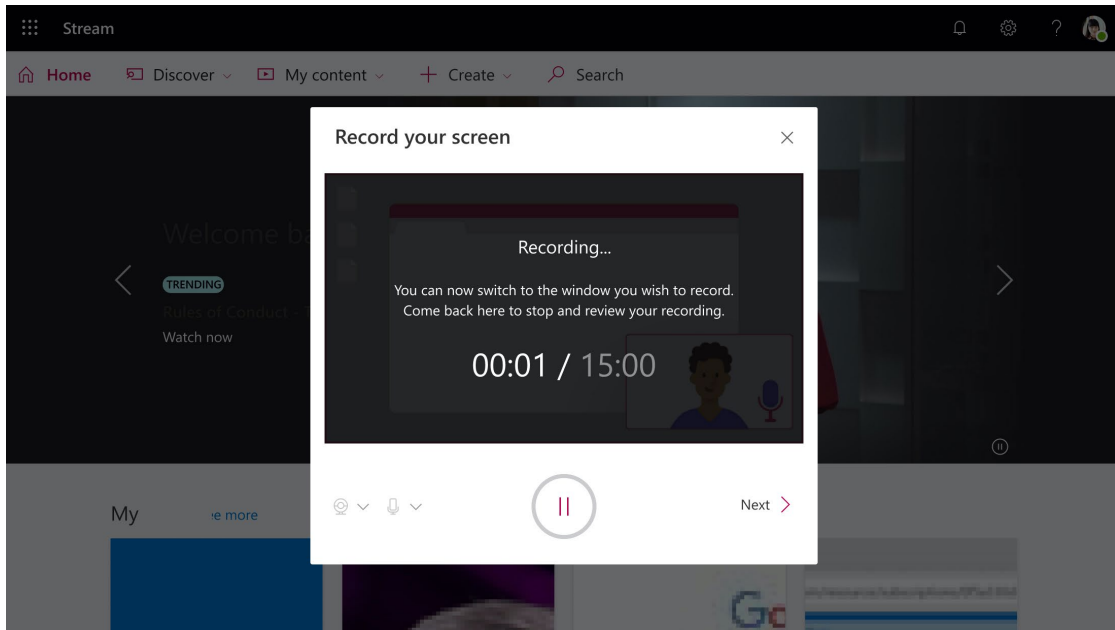
7. Select [icon] to pause recording the screen, audio, and camera at any time.

   Select [icon] to **Resume**.
8. When you're finished, select **Next** to review your recording.

Review the recording

1. On this page, select the Play [icon] button to review the recording. Select **Record again** if you're not satisfied and want to try again.
2. When you're satisfied with your recording, select **Upload to Stream** to continue to the next step.
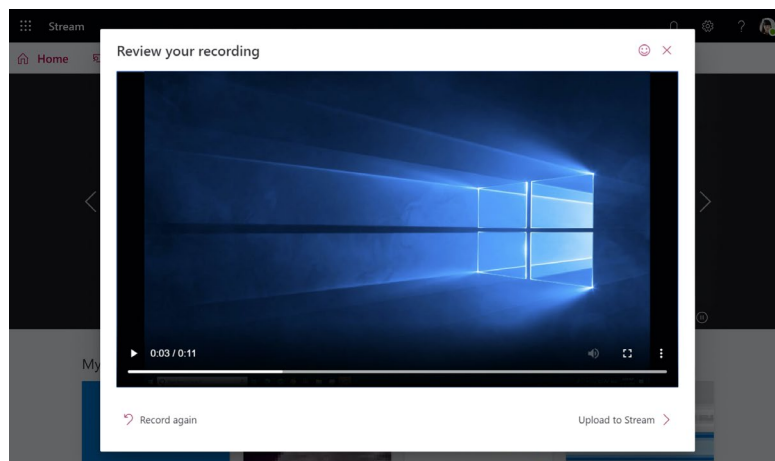
Important

If you want to **trim the video**, you can do so after uploading and processing the recording.

Upload screen recording
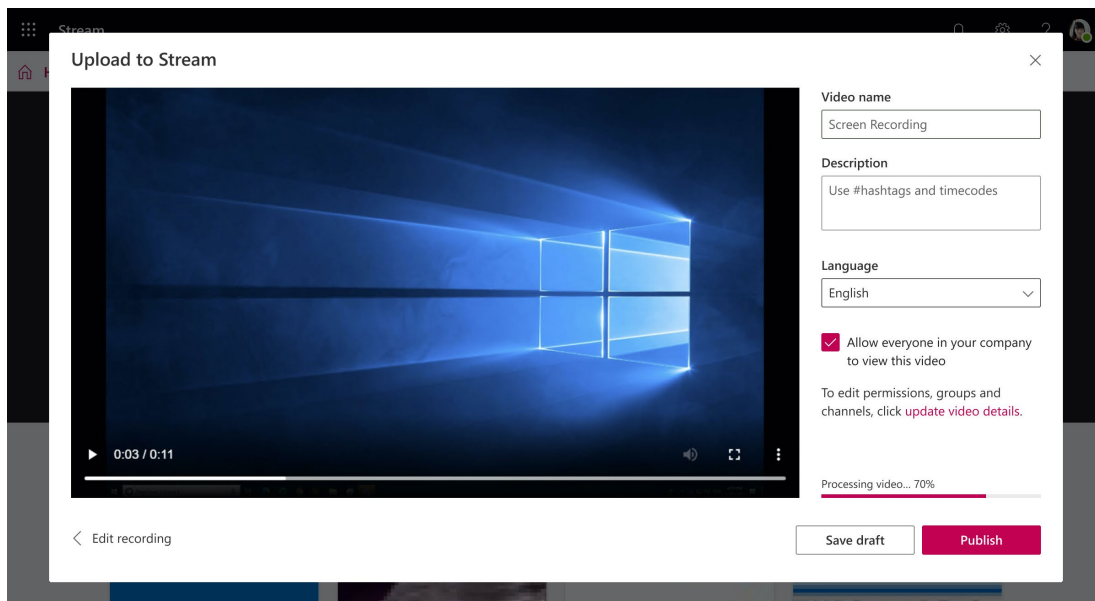
1. On this page, your video will start uploading to Stream. While you wait, you can:
   - Monitor the uploading progress
   - Fill in the video name, description, and language in the details section
   - When published, everyone in your company will have permission to view your video. To make the video visible only to yourself, deselect this checkbox: **Allow everyone in your company to watch this video**
   - To set custom permissions, groups, channels, and other options, click **Update video details**
2. After the upload is complete, you can either publish or save, as follows:

   a. Click **Publish**. Your video is now ready! Select **Go to Video** to go to the video page on Stream and watch or share your video. After processing is complete, you can also trim your video by selecting the **More** actions menu ···, then click **Trim video**.

   b. Click **Save as draft** if you're not yet ready to publish your video. Your video will be saved to **My Content** > **Videos in Stream**, from where you can publish it at any time.

How to share the recording

1. **Login** to your [MS Stream Account](#). Click "**My content**" then "**Video**".
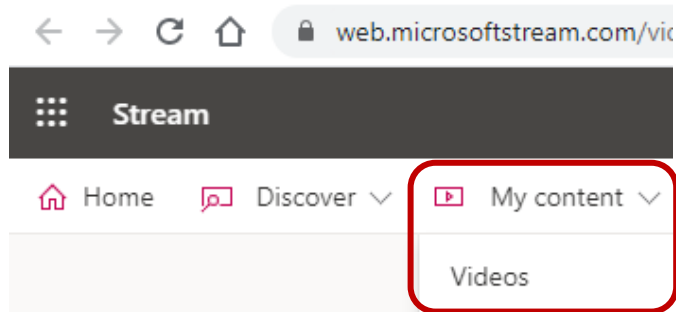
2. **Locate** your video and click the pencil on the right to **Edit the Video Details**
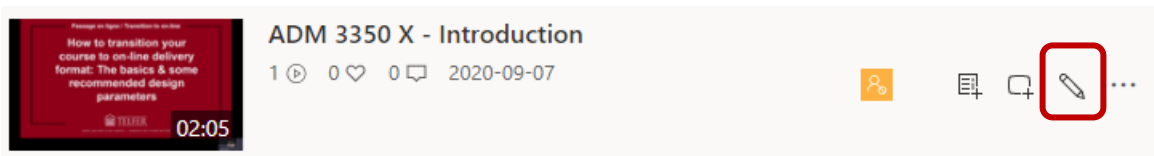
1. **Choose the language** to enable automatic captions
2. **Set the video permissions** and check **"Allow everyone in your company to view this video"** or select specific people, channel or groups to view the video. **Apply the changes.**
3. **Share the** video

In the Sharing window, **Copy the video link** or click the **Embed** tab then select **Copy**.

Sharing your video in Brightspace

In your Brightspace course, **choose** or **create** the module where you want to add the video.

- Click **Add a description** (displays the video in the page header)
- **OR click Upload** / Create (create a video link).

Module 1 Video ⌄

Add dates and restrictions...

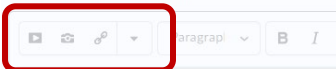Add a description...

Upload / Create ⌄   Add Activity ⌄   ✎ Bulk Edit

1. Click **Insert Stuff** then **Enter Embed Code**

Module 1 Video ⌄

Add dates and restrictions...

Insert Stuff

▪ Video Note

▤ Video Note Search

▶ YouTube

•• Flickr

⚭ Insert Link

⊕ Enter Embed Code

2. **Paste** the Embed code and click **Next**

Insert Stuff

Enter Embed Code

Enter the embed code for an object from anywhere on the web.

Embed Code

```
<iframe width="640" height="360"
src="https://web.microsoftstream.com/embed/
video/ac83f715-cb84-4b90-99d8-
2e6e308860fd?
autoplay=false&amp;showinfo=true"
allowfullscreen style="border:none;">
</iframe>
```

[Next]   [Back]   [Cancel]

3. Choose **Allow** then **c**lick **Insert** to add the video

Insert Stuff

Enter Embed Code
Properties

[Refresh Preview]

We blocked this for you
https://web.microsoftstream.c...
This media is from another
website.
Do you want to allow it?

[Allow] ☑ Always trust this URL

[Insert]   [Back]   [Cancel]

4. Click **Update** to save the video.

Module 1 Video ⌄

Add dates and restrictions...

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[Update]   [Cancel]

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Note: You can also add your video recording by clicking **Upload/Create** then Video or Audio and **paste** the Embed code, **choose** a title for your video and **Save**.

More tutorials:

Microsoft Teams for Distance Education

Downloadable Files

- Microsoft Teams for Teachers
- Microsoft Teams for Students