



# How to upload videos to Stream (on SharePoint)

As of August 29, 2023, [Stream \(on SharePoint\)](#) will replace Microsoft Stream (Classic). The newer version of Stream leverages SharePoint and OneDrive to improve video management and is better integrated with the rest of the Microsoft 365 suite of tools. For complete details about this change, please review the following documentation:

- [U of T Stream \(Classic\) retirement timeline](#) page on the EASI (Enterprise Applications and Solutions Integration) website.
- [Moving from Stream \(Classic\) to Stream \(on SharePoint\)](#) blog post on the EdTech Office website.

This guide will provide you with the steps to **upload** a video to Stream (on SharePoint). For guidance on **downloading** videos from Stream (Classic), see our guide: [How to download videos from Microsoft Stream \(Classic\)](#).



If you have videos in Microsoft Stream (Classic), you will need to download and move them to Stream (on SharePoint) or to another video hosting platform (e.g., MyMedia) **before August 29, 2023**. Videos that have not been migrated by August 29, 2023, will no longer be accessible to end users starting on August 29, 2023.

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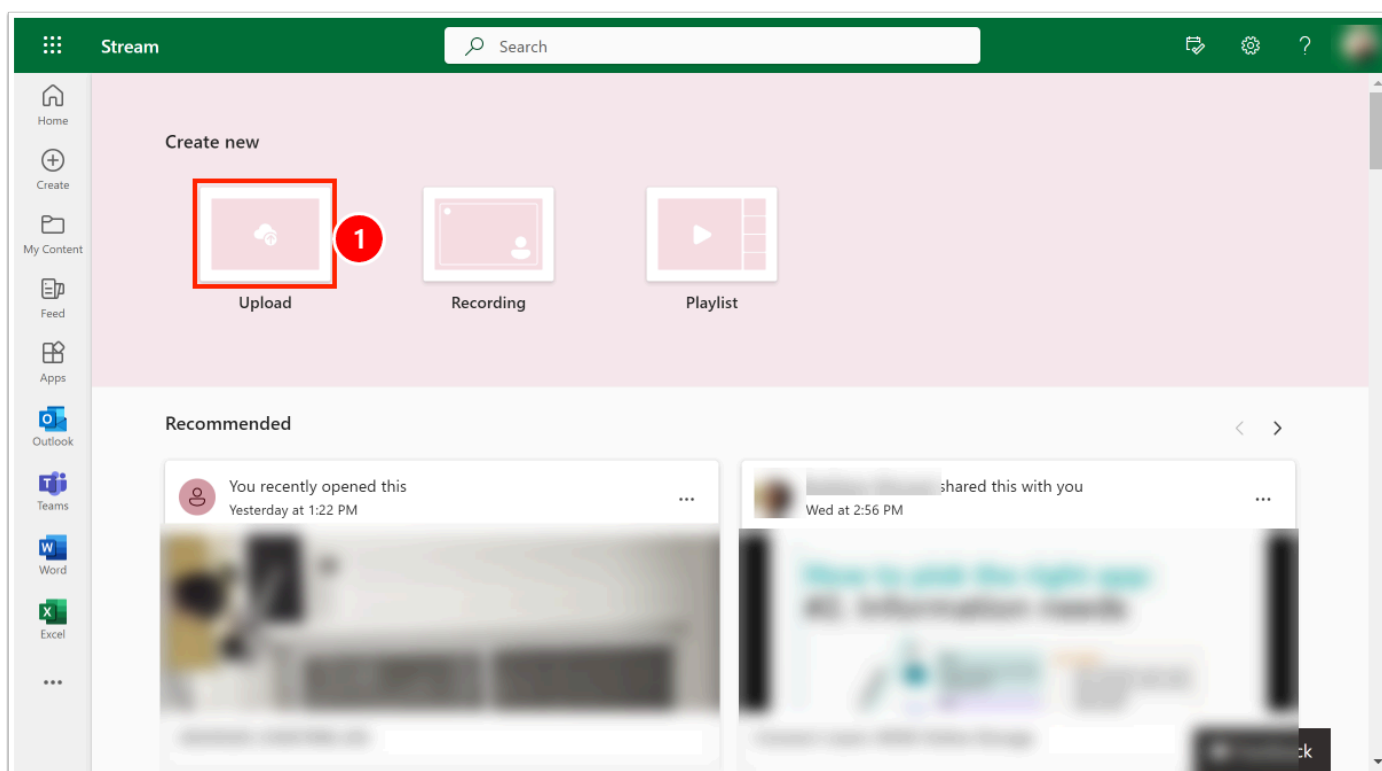
Uploading a video directly on the Stream (on Sharepoint) page will place that video in your personal OneDrive by default. If you've already downloaded your Stream (Classic) videos directly to OneDrive, you can skip to **Section 3: [Edit video settings](#)**



## 1. Access Stream (on SharePoint)

1. Go to <https://stream.office.com/> to access Stream. If you are not already logged into your U of T Microsoft 365 account, you will need to log in.

## 2. Upload video to Stream (on SharePoint)

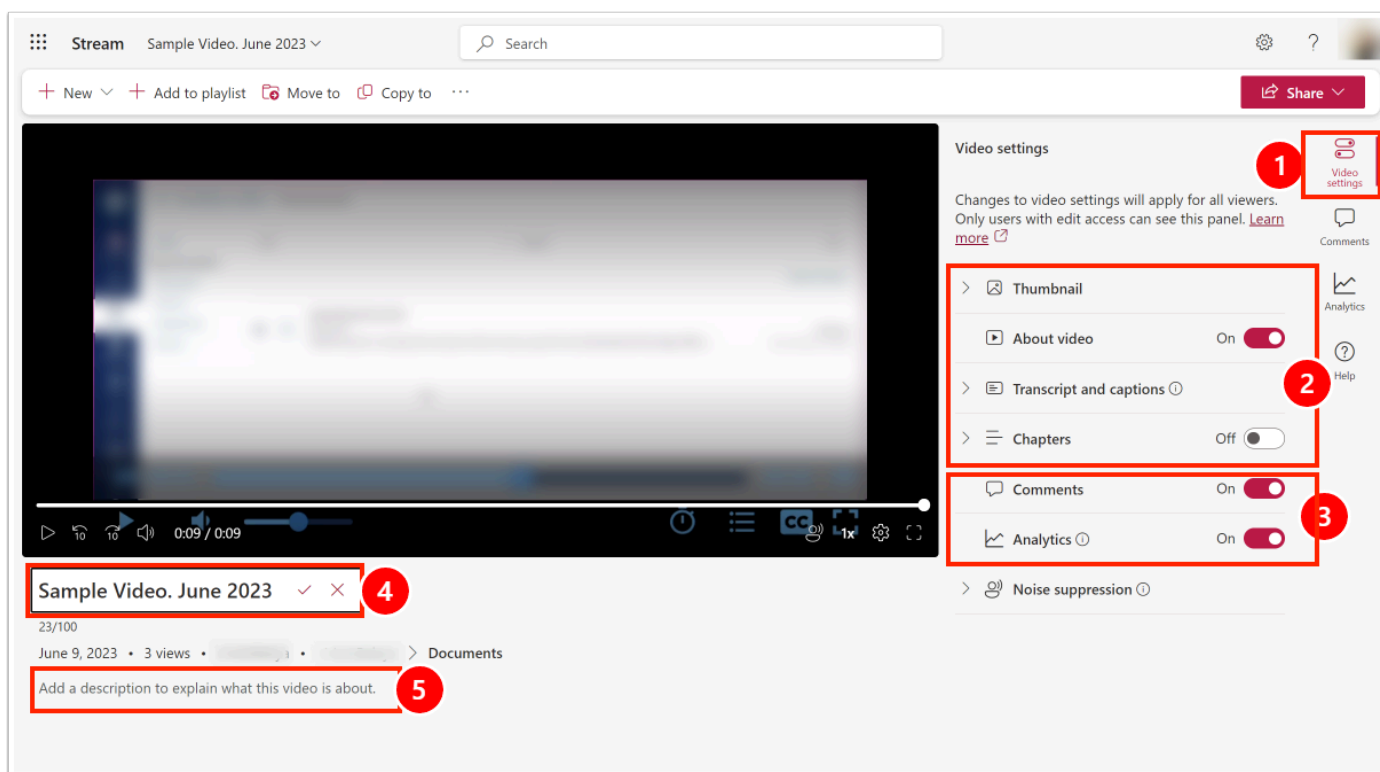


1. Select the **Upload** button and select a video from your computer for uploading. As an alternative, you can also drag and drop your video from your computer to the Stream (on SharePoint) page.

**i** Selecting a video from your computer will automatically place it into your OneDrive. Once the video is done uploading, it will open on-screen and you can proceed to edit the video settings.



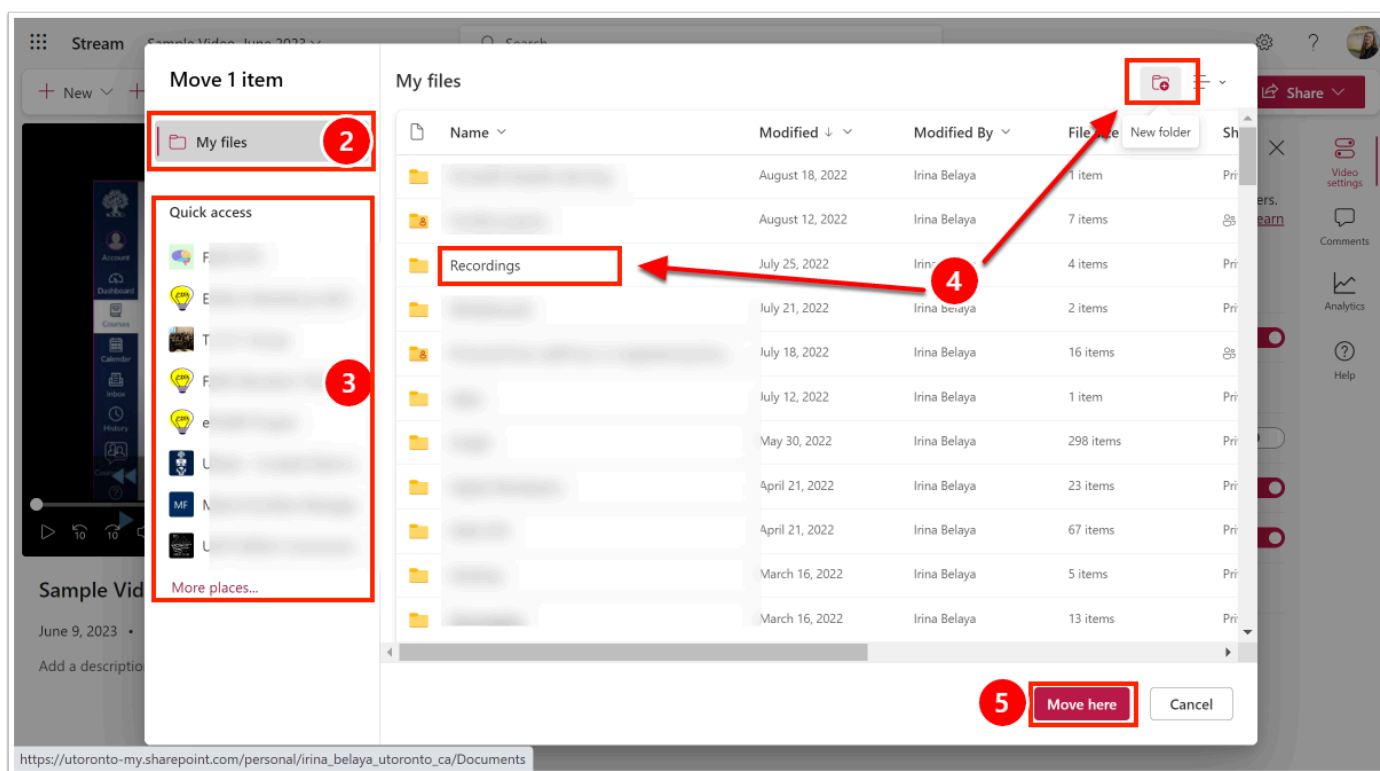
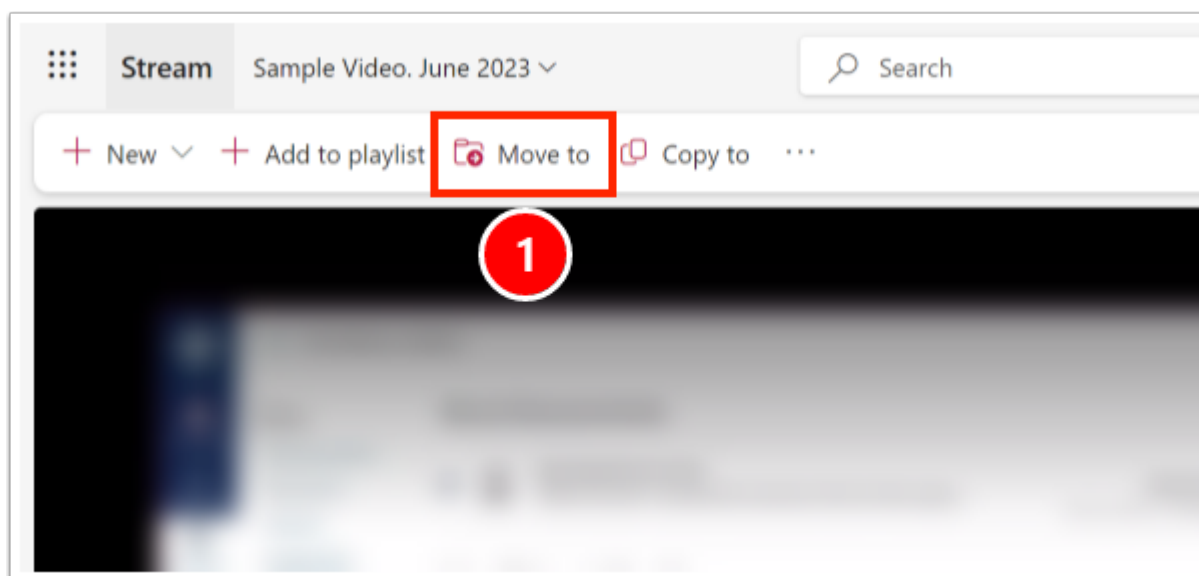
## 3. Edit video settings



1. Open the **Video Settings** on the upper right hand corner.
2. Edit the following video settings as necessary:
  - to add a custom thumbnail, see [Include a custom thumbnail for your video or audio file with Stream \(on SharePoint\)](#)
  - to generate or upload a transcript file, see [View, edit, and manage video transcripts and captions](#)
  - to enable and add chapter information, see [Using manual chapters with videos on Stream \(on SharePoint\)](#)
3. Enable **comments** and/or **analytics**
4. Select the video **Title** to change it. Save your changes.
5. Select inside the **Description** text box to add information about the video. Save your changes.

## 4. Move video to another folder (optional)

By default, videos you upload to Stream are saved in the Documents folder on your OneDrive. If needed, you can move the video to another folder on OneDrive or to a folder on any SharePoint or Teams site you have access to.



1. Select **Move to** button from the menu at the top of the video.
2. Select **My Files** to move the video to a different location on your OneDrive.
3. Select a **Teams** or **SharePoint site** (from the Quick access panel below My Files) to move the video to a shared site. If the site you need is not under **Quick access**, select **More places** to find it.
4. For both 2 and 3 above, select either an **existing folder** or **create a new folder** for the video.
5. Select **Move here**.



## Choosing where to move you video files

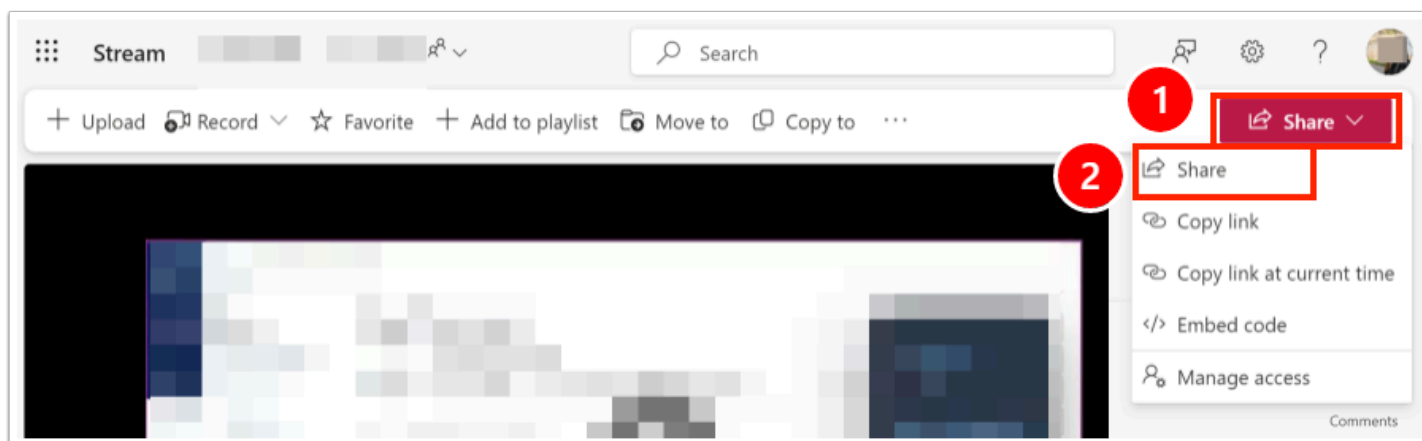
- **Leave them in OneDrive:** Use this option if your videos are mainly private or they only require small scale sharing. You can organize them in folders on your OneDrive. You can then set sharing permissions for the folders. See how to create a shareable folder in OneDrive: [How to create a shared, editable folder](#)
- **Move them to a Teams site:** Use this option if your video files need to be stored in a shared space where members of Team can access them.
- **Move them to a SharePoint site** (not a Teams-related site): Use this option for files that need to be stored in a shared space where only members of the site have access.



If a video needs to be retained by your division/department, it should be saved in a shared location (Teams, SharePoint), not in your individual OneDrive.

## 5. Update video sharing options

In Stream (on Sharepoint), video file permissions are based on the [same permissions and sharing method you use for any other file Microsoft 365](#). The files you store on a SharePoint site or Team are usually available to everyone with permissions to that site or team. However, for files in OneDrive, you will need to set permissions for videos you want to share





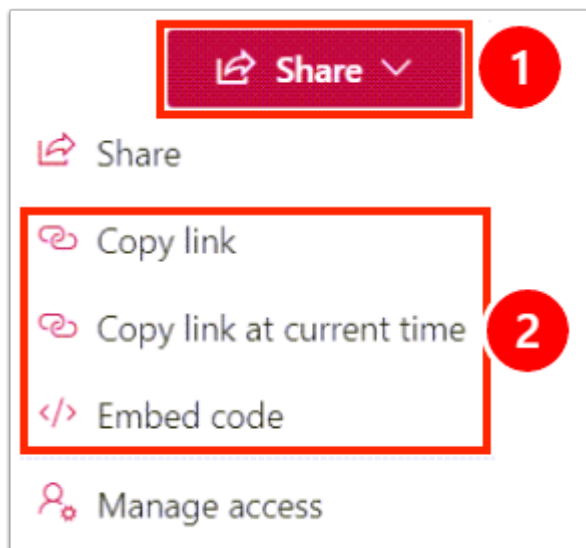
After you open the video in Stream(on Sharepoint):

1. Select the **Share drop-down menu** on the top right of the Stream (on Sharepoint) page.
2. Select the **Share** option to check the current sharing permissions.
3. On the access summary card that opens, select the **gear icon** to open the sharing settings and make any changes.
4. Update the **Sharing Settings** as needed.
5. Select **Apply** to save your changes.




## 6. Update embed codes and links for shared videos

**Any Stream (Classic) video links or embed codes that have been shared or embedded elsewhere (e.g., a Quercus page or a website) will no longer work.** After you upload your videos to their new location and update the video sharing permissions, you will need to grab the new links or embed codes and update them everywhere you have shared them.



After you open the video in Stream(on Sharepoint):

1. Select the **Share** drop-down menu on the top right of the Stream (on Sharepoint) page.
2. Select from the link and embed code options: **Copy Link**, **Copy link at current time**, **Embed Code**.
3. Update the video links and/or embed codes everywhere you have shared them.

 **Stream (on Sharepoint) and storage:** Uploading videos to Stream (on SharePoint) will take up existing file storage quota from your OneDrive. At U of T, you can store and [share up to 1 TB in your OneDrive](#). To check how much space you have left in your OneDrive, follow the instructions on the following Microsoft guide: [Manage your OneDrive for work or school storage](#).