

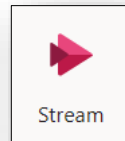
Adding a Stream Tab in Microsoft Teams

These directions will explain how to add a Microsoft Stream Tab in Teams enabling easy access to videos for your Team.

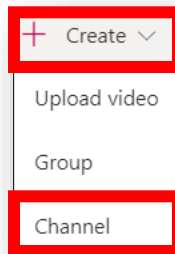
Create a Channel in Stream

1. Log in to Office 365 and open **Stream**.

Note: If you have never opened Stream, you can find it by clicking on all apps.



2. Click on the **Create** drop-down.



3. Choose **Channel**.

4. Add the **Channel Name**.

Note: Entering a description and channel image are optional.

5. Click in the **Select Group** field and begin typing the name of the Team where a Stream Tab will be added.

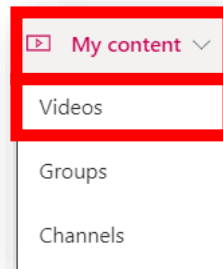
Note: Adding this Group/Team allows its members to have access to the Channel's videos.

6. Click **Create**.

A dialog box titled "Create a channel" with the subtitle "Set up a channel to organize your videos". It contains several fields: "Channel name" (with a red box around the input field), "Description" (with a placeholder "Channel description, #tag"), "Channel access" (with a radio button selected for "Group channel"), "Select group" (with a search bar and a red box around the input field), and "Custom channel image" (with a plus sign icon). At the bottom right are "Cancel" and "Create" buttons, with "Create" highlighted by a red box.

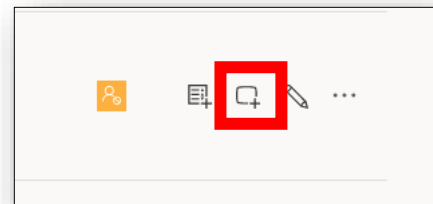
Add Video to a Channel in Stream

7. Click the **My Content** drop-down.



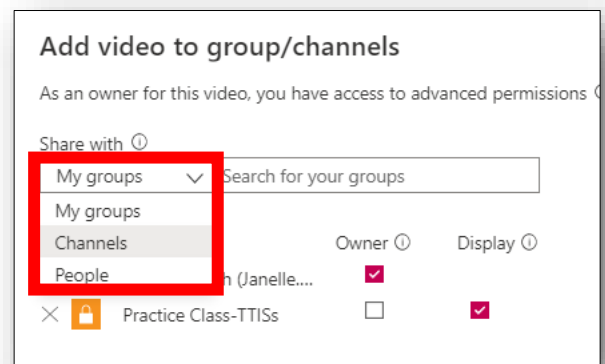
8. Select **Videos**.

9. To the right of the video, click the **Add to group/channel button**.

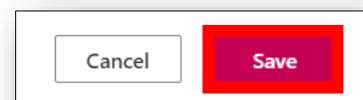


10. Choose **Channels** in the "Share with" drop-down.

11. Search for the **name of the Team** where the Stream Channel tab is to be added.



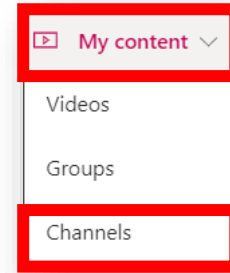
12. Click **Save**.



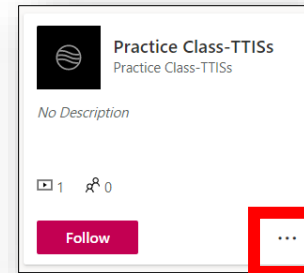
Add Stream Channel to Team

13. Click the **My content** drop-down.

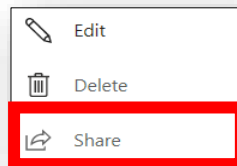
14. Select **Channels**.



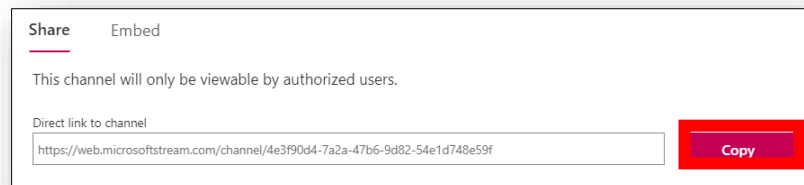
15. Below the Channel name, click on the **ellipsis**.



16. Choose **Share**.

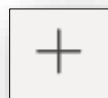


17. Click **Copy**.

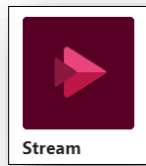


18. Navigate to Teams. Choose the desired Team and Channel to add the Stream Tab.

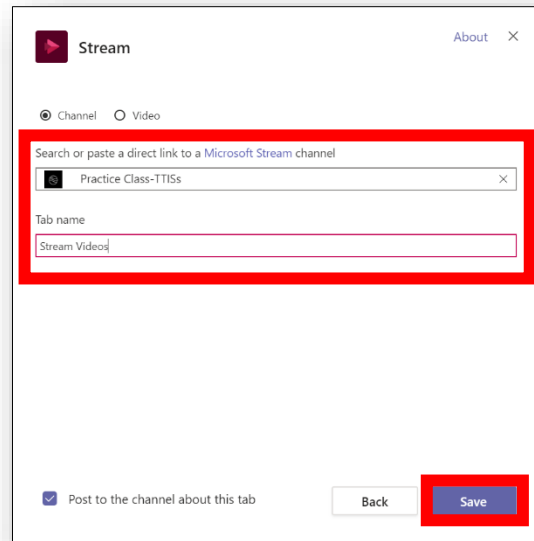
19. Click the **Add Tab icon**.



20. Select **Stream**.



21. Search for or **paste the link** you copied from the Stream Channel.



22. **Enter or edit a Name** for the Tab.

23. Click **Save**.

When the Stream Tab is selected in Teams, any videos that you have added to this channel will appear.

