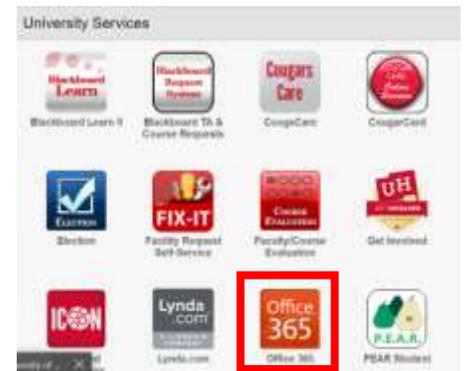


# UPLOAD VIDEOS TO MICROSOFT STREAM VIA ACCESSUH

To upload a video on Microsoft Stream, go to AccessUH, login with your CougarNet credentials and then click Office 365.



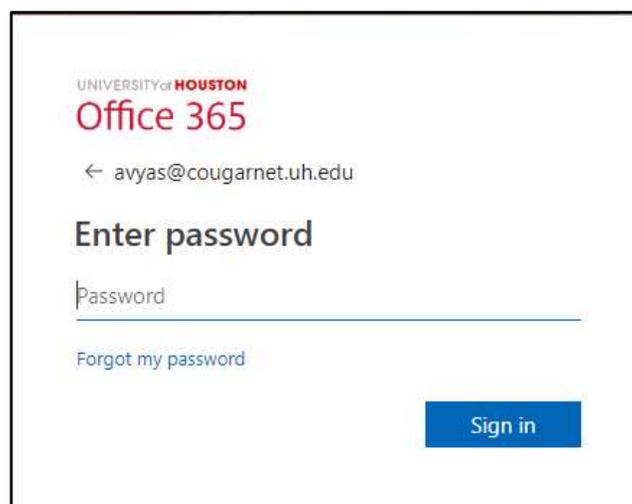
The image shows the AccessUH login page. It features a yellow header with the text "AccessUH". Below the header, there are two tabs: "CougarNet Login" (selected) and "myUH (PeopleSoft) Login". The login form includes fields for "CougarNet ID:" (containing "avyas") and "CougarNet Password:" (containing "\*\*\*\*\*"). There are links for "Don't know your CougarNet ID?" and "Change/Reset your CougarNet Password.". A red "Login to AccessUH" button is at the bottom.



## How to Login to Microsoft Office 365

1. Go to <https://login.microsoftonline.com/>
2. Enter **avyas@cougarnet.uh.edu** as your "organizational account" (Copy your user name here to paste on the login page.)
3. Enter your existing CougarNet password as your password.

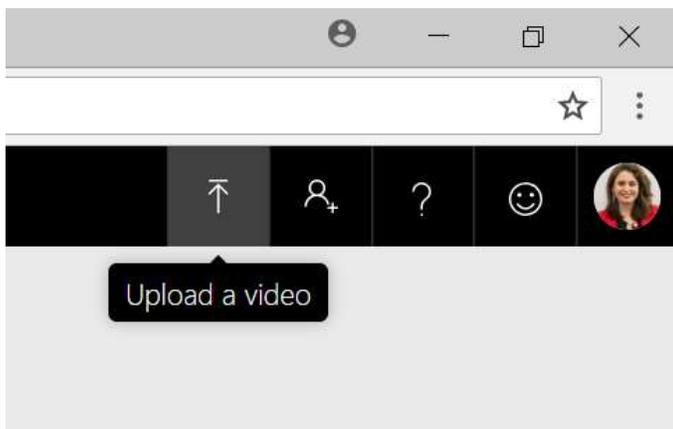
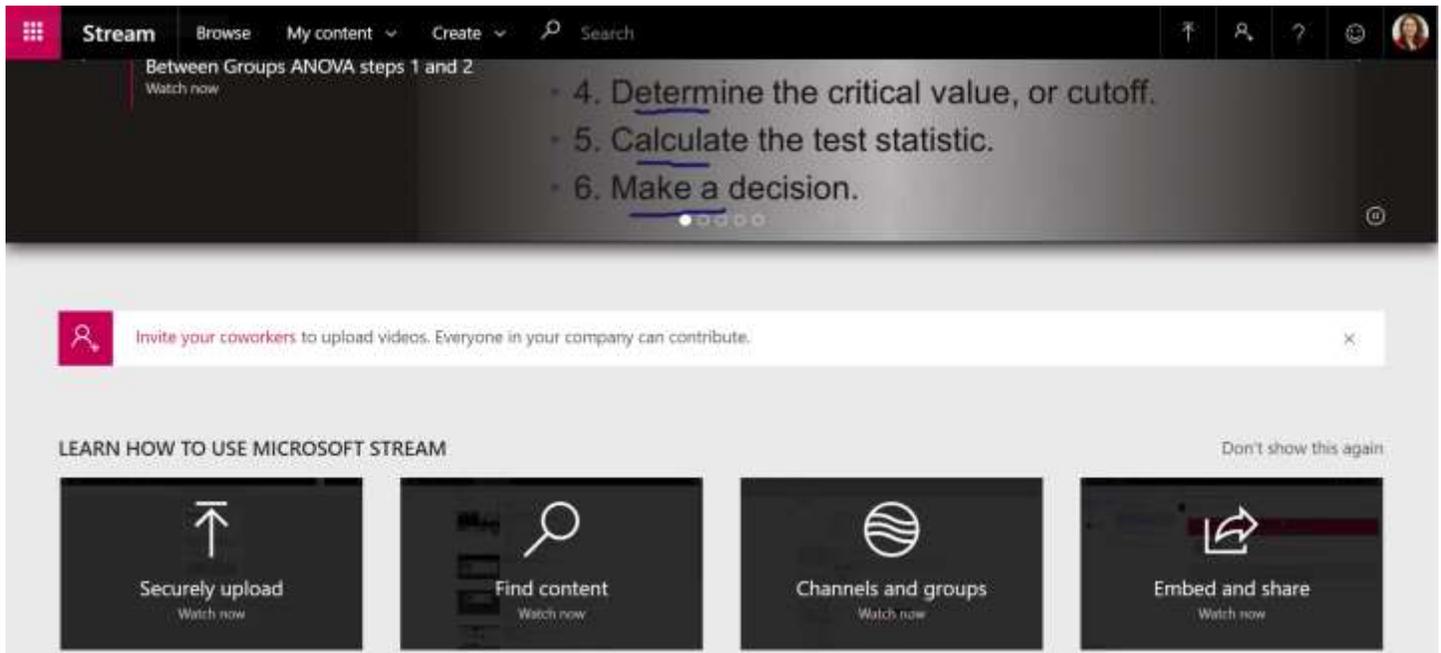
Take me to the [login page](#).



The image shows the Microsoft Office 365 login page. It features the "UNIVERSITY of HOUSTON Office 365" logo. Below the logo, there is a back arrow and the email address "avyas@cougarnet.uh.edu". The main heading is "Enter password". There is a password input field with the placeholder text "Password". Below the input field, there is a link for "Forgot my password". A blue "Sign in" button is at the bottom right.

Search for Stream to find the Microsoft Stream app.

<https://web.microsoftstream.com/>



Click on the upward arrow button on the top right corner of the screen.



Select the Presentation video (\*.mp4) file for upload. A pop-up window will open where you can set up the name, description, thumbnails, and permissions of who can see the video.

Ready to publish: PhotoStory3.wmv

**Details**

Name  
PhotoStory3

Description  
Create a description for your video, including #hashtags

Video Language ⓘ  
English

Thumbnail



**Permissions**

**Options**

Share Publish now

Metadata saved

Ready to publish: PhotoStory3.wmv

**Details**

**Permissions**

Allow everyone in your company to view this video ⓘ

Shared with ⓘ

My groups ▾ Search for your groups

My groups

Channels

People (avyas@)  Owner ⓘ Display ⓘ

**Options**

Share Publish now

You can set permissions for your video. You can check 'Allow everyone in your company to view this video' which gives access to all of UH to see it. Or you can choose people using UH email addresses of the course instructor and your peers. You can also create a channel or group and add people who you want to give viewing access.

**CLICK 'PUBLISH NOW' TO GET A SHARING LINK FOR YOUR VIDEO.**

You will receive an email once your video has processed and published on your Microsoft Stream channel.