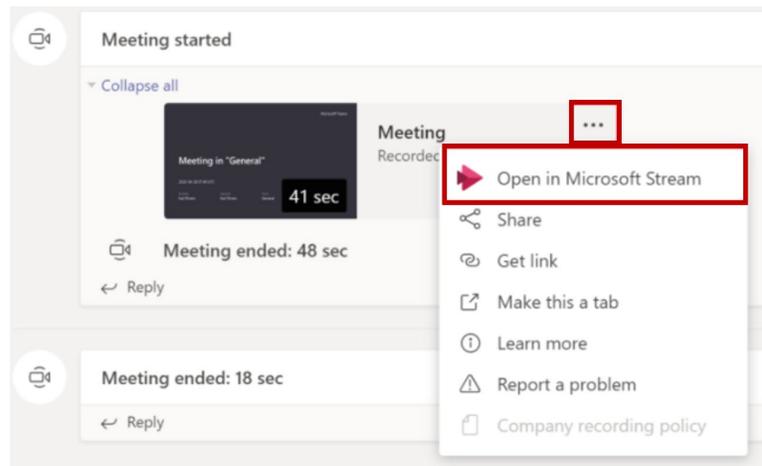


## How to Secure and Share a Teams Video

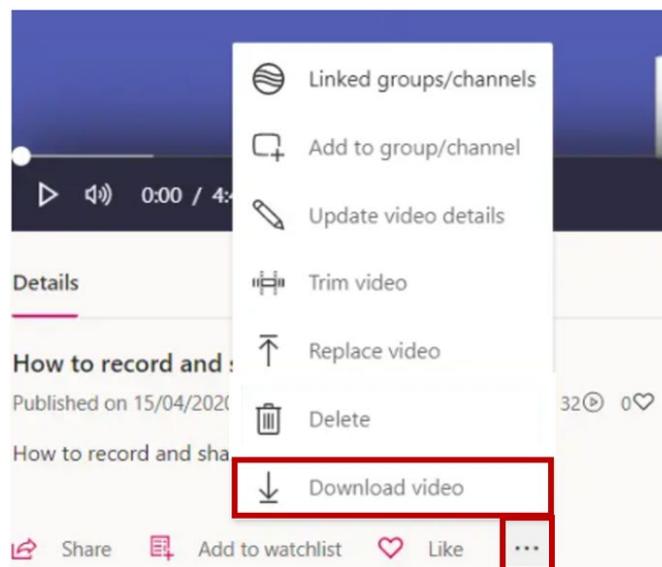
To download a video from Microsoft Teams and Microsoft Stream, protect it with a password, and share securely, follow the steps below:

### Locate and Download a Teams Video

1. Find the video you want to delete in Microsoft Teams. This could be in a Team or within a chat, the steps are the same.
2. Click on the options for the video (ellipsis) and choose **Open in Microsoft Stream**.



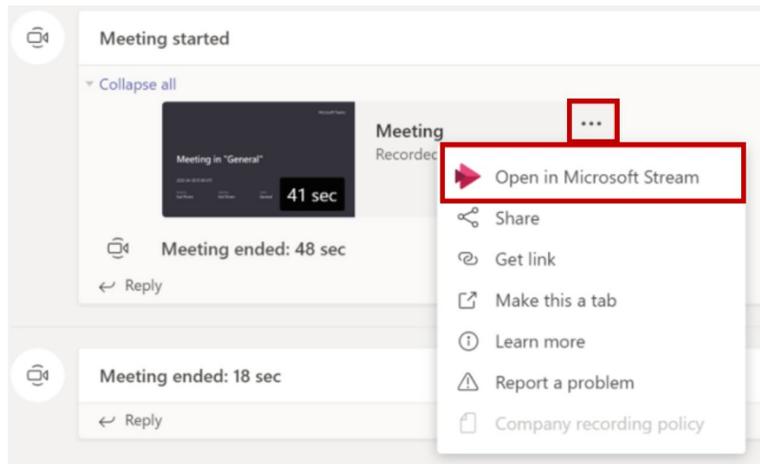
3. The Microsoft Stream website will open. Click the ellipsis menu below the video.
4. Choose **Download**.



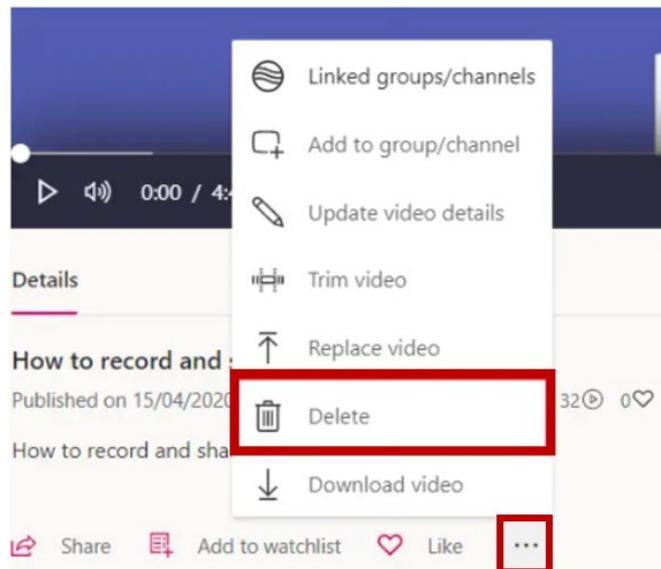
## Delete a Teams Video

To delete a video from Microsoft Teams and Microsoft Stream, do the following:

1. Find the video you want to delete in Microsoft Teams. This could be in a team or within a chat, the steps are the same.
2. Click on the options for the video (ellipsis) and choose **Open in Microsoft Stream**.



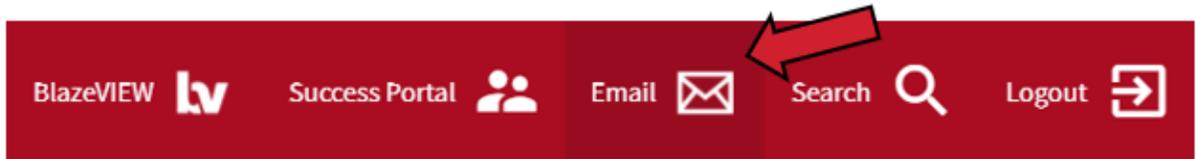
3. The Microsoft Stream website will open. Click the ellipsis menu below the video.
4. Choose **Delete**.



## Upload a Teams Video to OneDrive

### To access your VSU OneDrive

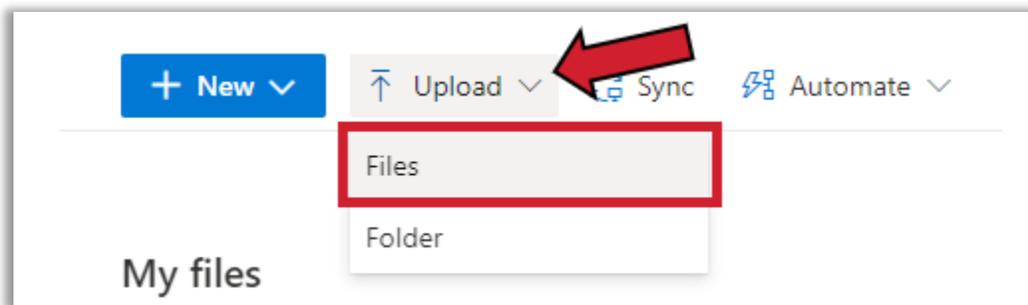
1. Sign into your MyVSU page.
2. Click the email icon on the Navigation Bar at the top of the page.



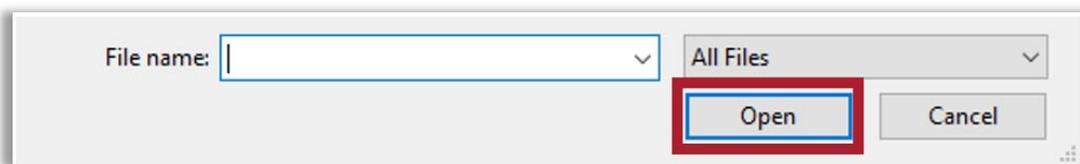
3. Select the app launcher icon  in the upper left corner, then select **OneDrive** from the list of available apps.

### To upload files or folders to your VSU OneDrive

1. Click **Upload** and select **Files**.

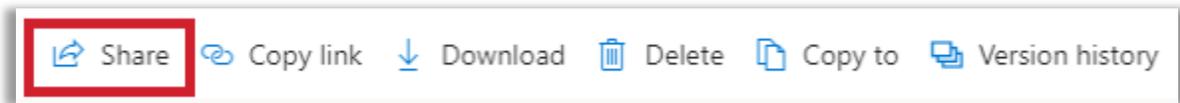


2. Navigate to and select the file you want to upload into OneDrive, then click **Open**.

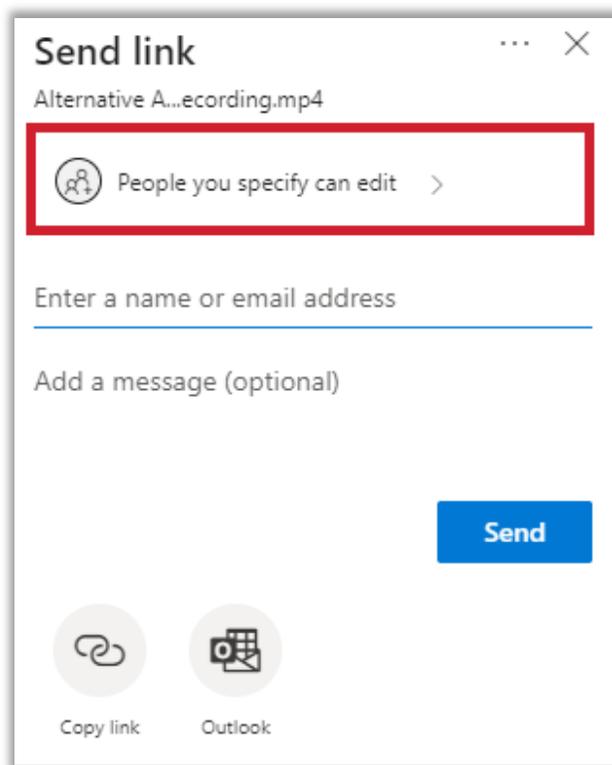


## Share a Teams Video from OneDrive to BlazeVIEW

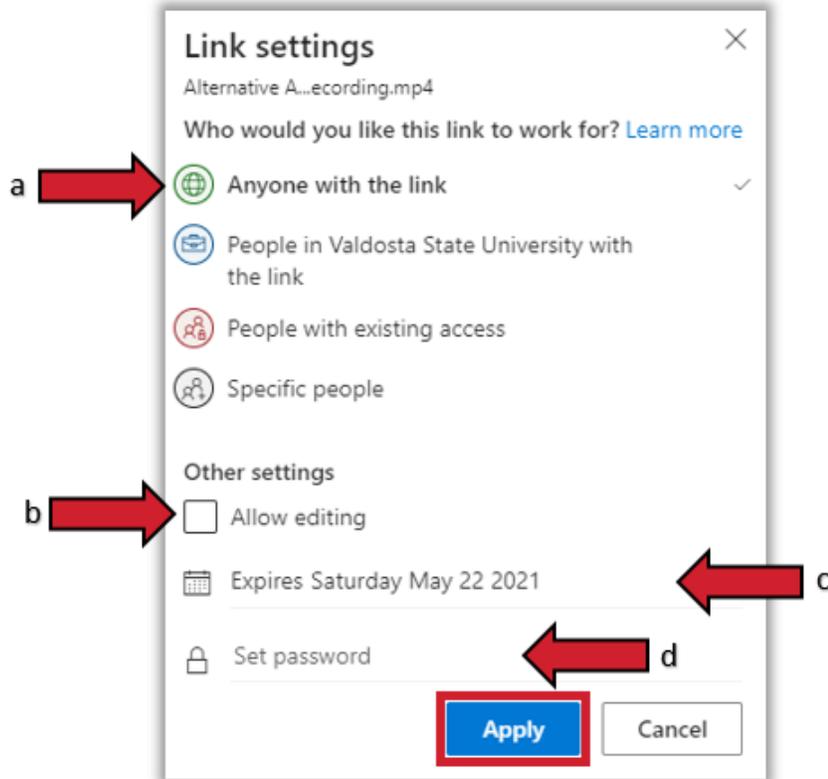
1. In your browser, locate and open your recording file in your **OneDrive**.
2. Click **Share** on the Navigation Bar at the top of the page.



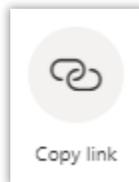
3. Click **People you specify can edit**.



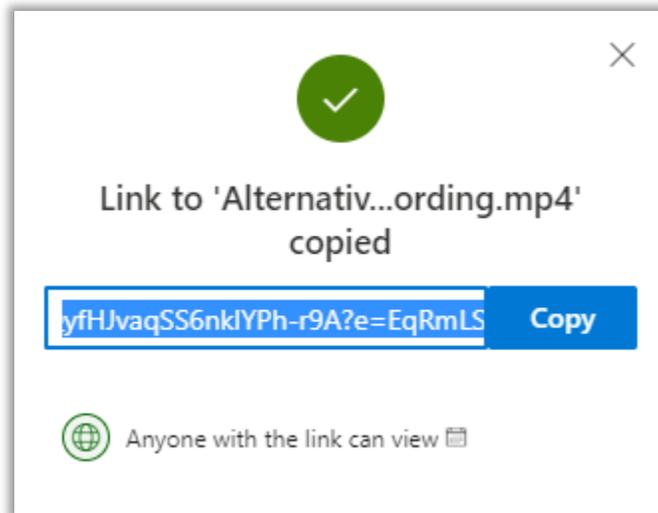
4. On the **Link settings** panel, set the following options:
  - a. Select Anyone with the link
  - b. Uncheck the box next to Allow editing
  - c. (optional) Using the date selector tool, enter a date when the link will expire (ex. End of term date).
  - d. (optional) Set a password the users must enter to access the file.



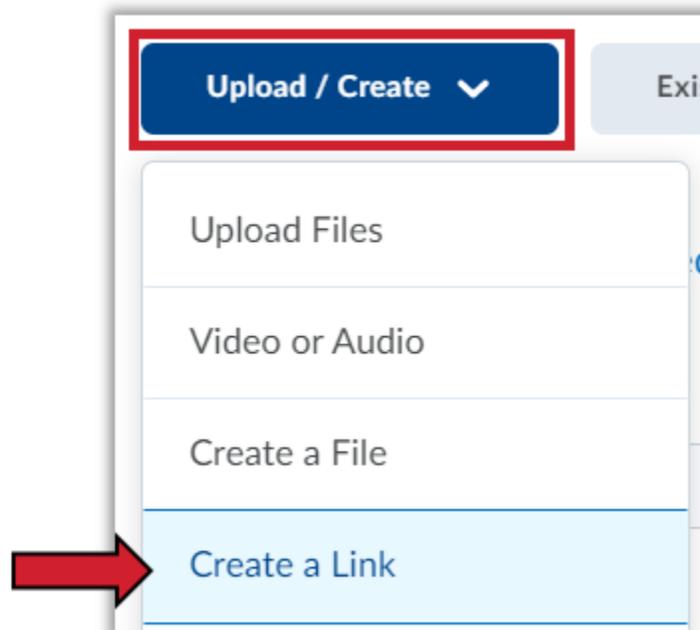
5. Once these options are set, click **Apply**.
6. On the panel that opens, click the **Copy link** icon.



7. A panel will open letting you know your link has been copied and displaying your link so you can copy it again if you would like to.

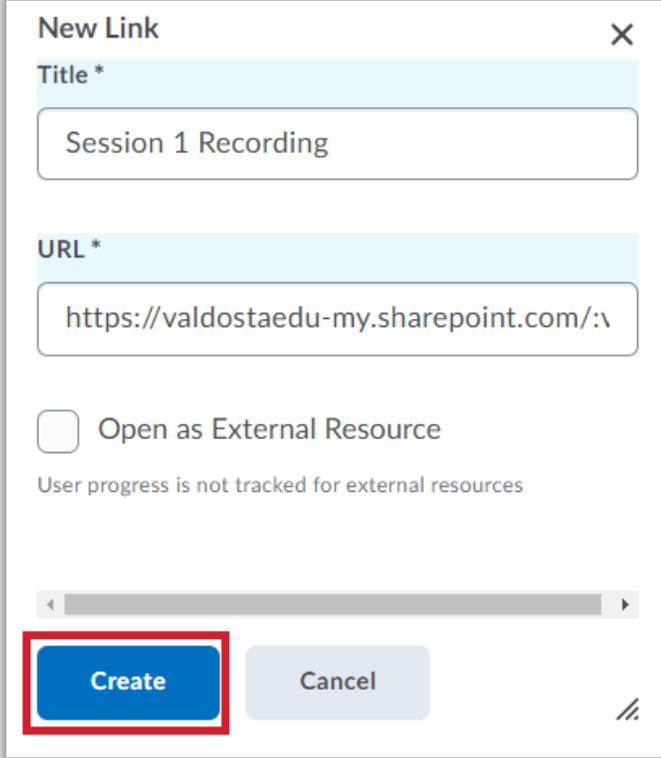


8. Open your BlazeVIEW course.
9. Select **Content** on the Navbar, then select the module where you want to add the link to the recording from the list in the table of contents.
10. In the module, click **Upload / Create**, then select **Create a Link** from the dropdown menu.



11. Type in a unique title for your recording in the Title field and paste the link to the recording in the URL field, then click **Create**.

\*Optionally, you can click the box for Open as External Resource so the link opens outside of BlazeVIEW. However, user progress will not be tracked if it is opened externally.



12. The first time a student accesses this recording link from a computer, the student will need to enter the password you have set for the shared link.

For more information or assistance, call 229-245-6490 or email [blazeview@valdosta.edu](mailto:blazeview@valdosta.edu).

For 24/7 BlazeVIEW or GoVIEW assistance, call 855-772-0423 or visit [GeorgiaVIEW Help Center](#).



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