

# MS Teams

Permissions, Settings and Recording Tips






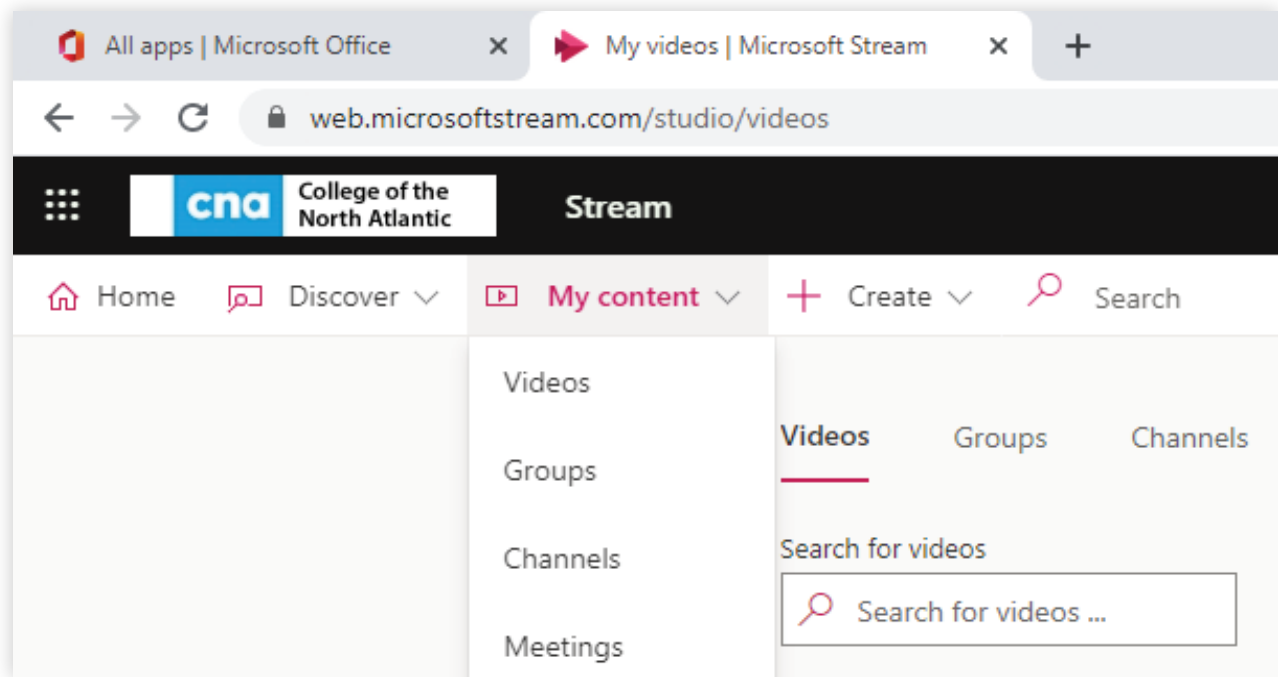
# Setting Permissions in MS Stream

## Set Video Viewing Permissions

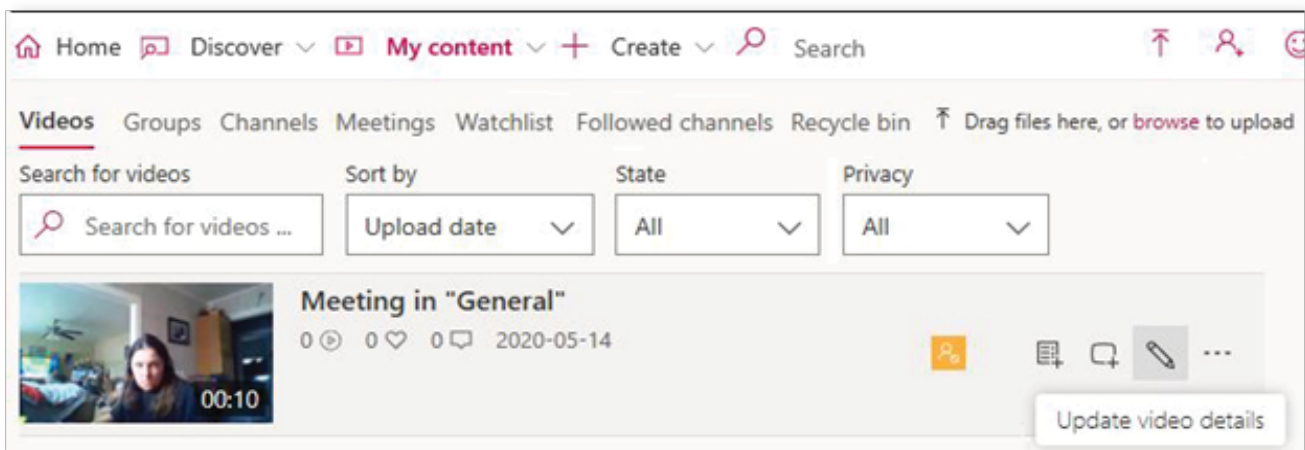
When you record a video on MS Teams it will save to MS Stream, the Microsoft video streaming server. If your team is setup properly, the video will only release to the group in the meeting. If not, you may end up sharing your video with the entire CNA organization.

To change permissions on a recording in MS Stream:

1. Log into your Office 365 account at <https://webmail.cna.nl.ca/>.
2. Click the **All Apps** icon  in the lower left corner of the screen.
3. Click on **Stream**.
4. In Stream, click on **My Content**, then **Videos**.



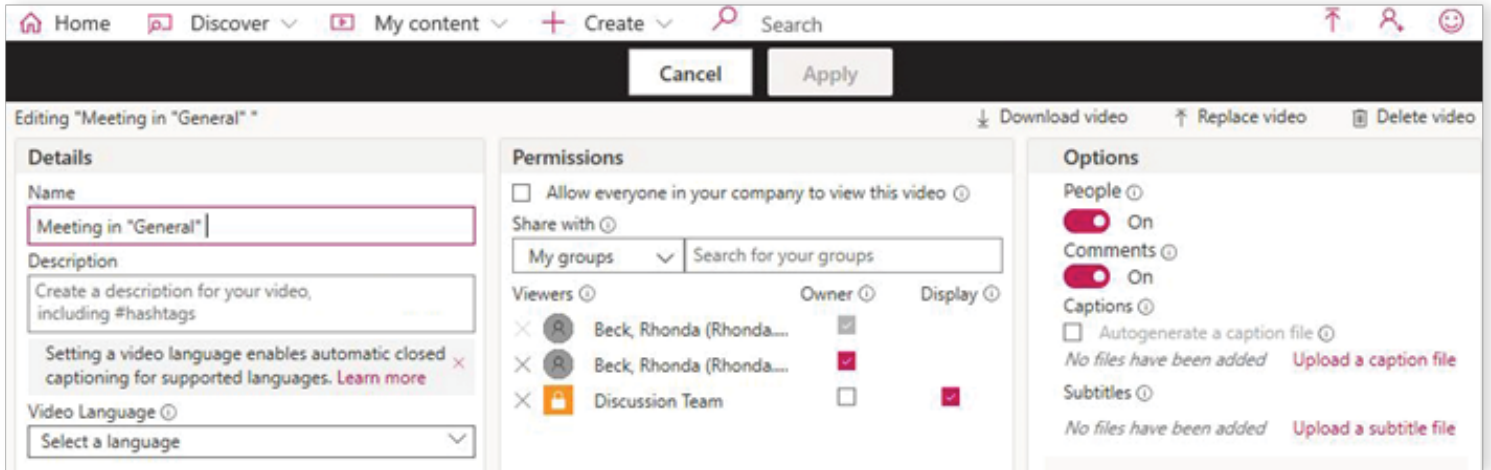
5. Find the video you want to adjust the permissions on, then click on the pencil icon 





# Setting Permissions in MS Stream

6. This will open the video details screen where you can change many settings, including who you have shared your video with.

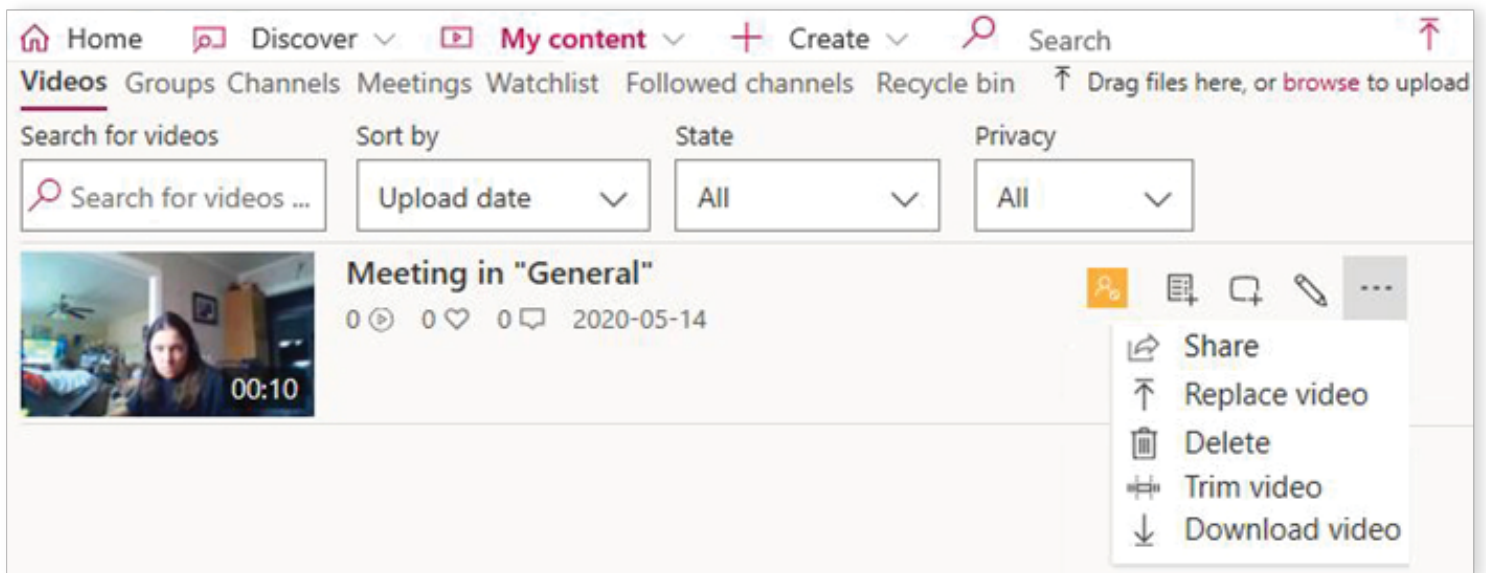


**Please ensure that the permissions checkbox to "Allow everyone in your company to view this video" is NOT checked, this will release your video to all members of College of the North Atlantic.**

## Deleting A Video

Once you are done with your video and it is no longer required, you can delete it. Here's how:

1. On the My Content > Videos page click on the three dots to the right of the video and click **Delete**.



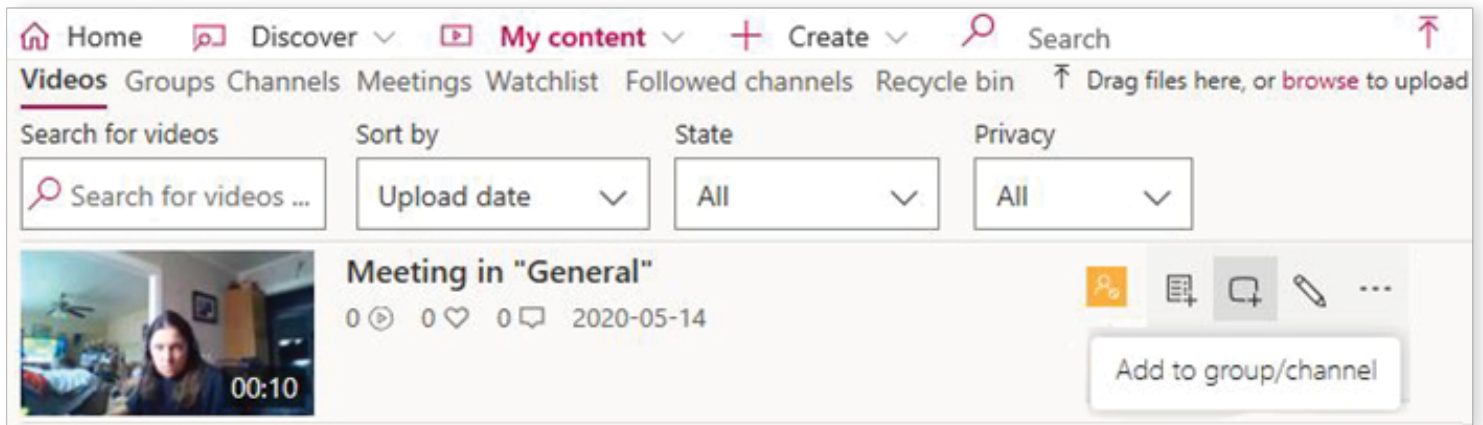


# Setting Permissions in MS Stream

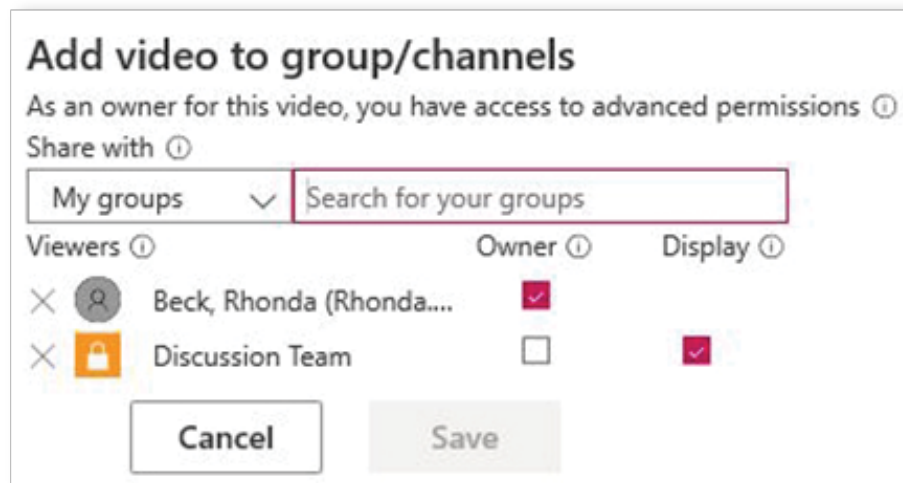
## Sharing a Video to Other Groups

If you would like to provide access for your MS Teams group to another video that they do not have, you can post the video link in your teams. However, you will also have to add them to the permissions group.

1. Click the "Add to Group/Channel" icon  next to the video you would like to share.



2. In the "Add video to group/channels" screen, type the name of the MS Team that you would like to access the video



2. Click **Save**.

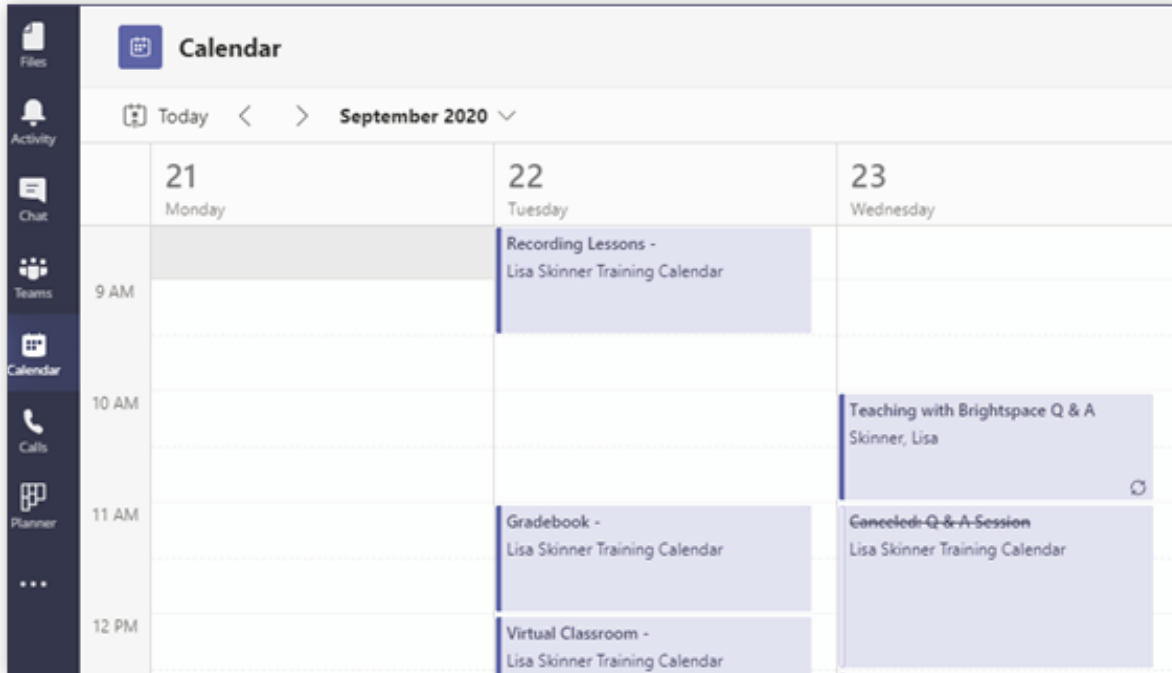


# Change Presenters in MS Teams

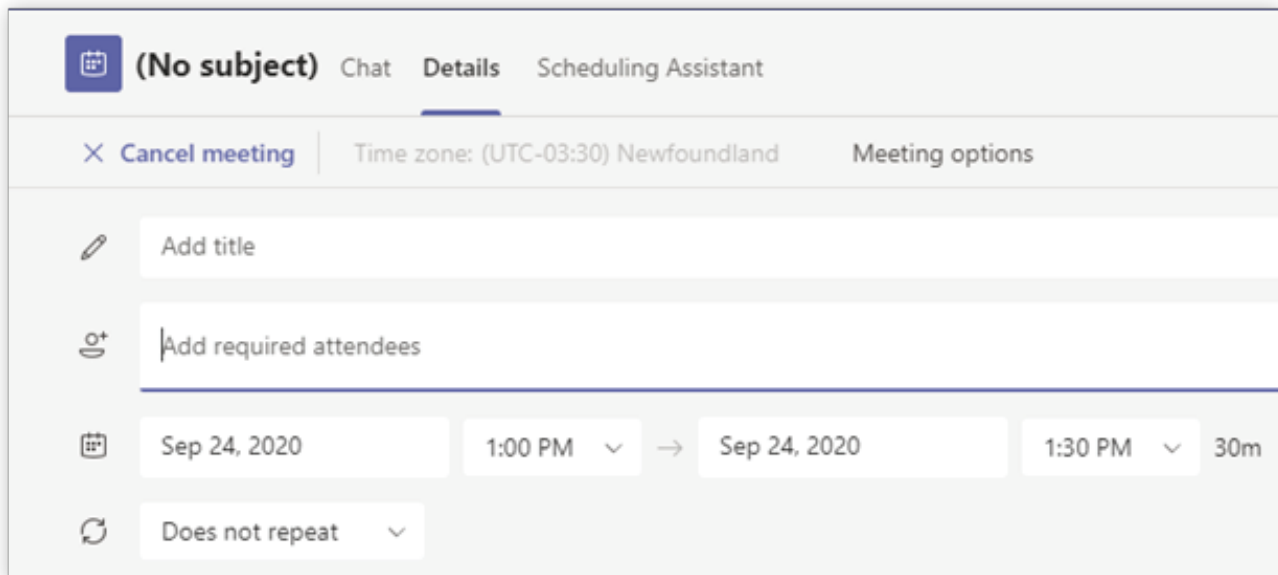
How to Change Participants from Presenters to Attendees in MS Teams Before and During a Meeting

## To change the participants to attendees **BEFORE** a meeting starts:

1. Go to your Teams **Calendar** and double-click on the meeting to edit the meeting details.



2. In the "Details" screen, click the **Meeting options** button.

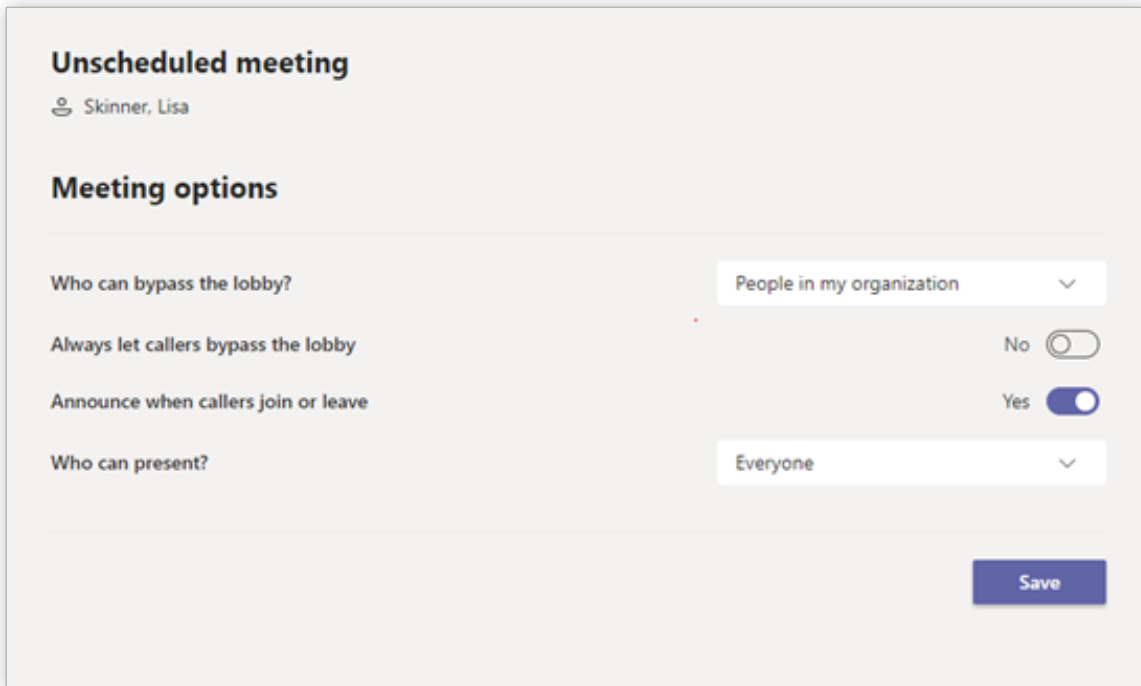




# Change Presenters in MS Teams

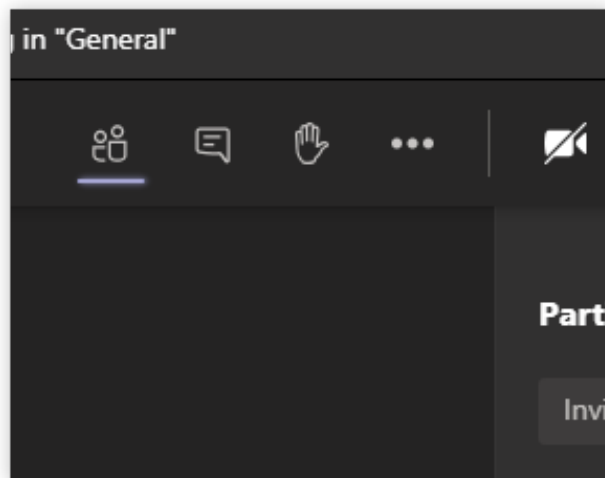
How to Change Participants from Presenters to Attendees in MS Teams Before and During a Meeting

3. In the "Meeting Options" window, change the **Who can present?** dropdown arrow to **"Only Me"**.



## To change the participants to attendees **DURING** a meeting:

1. Click the **Show Participants**  icon.

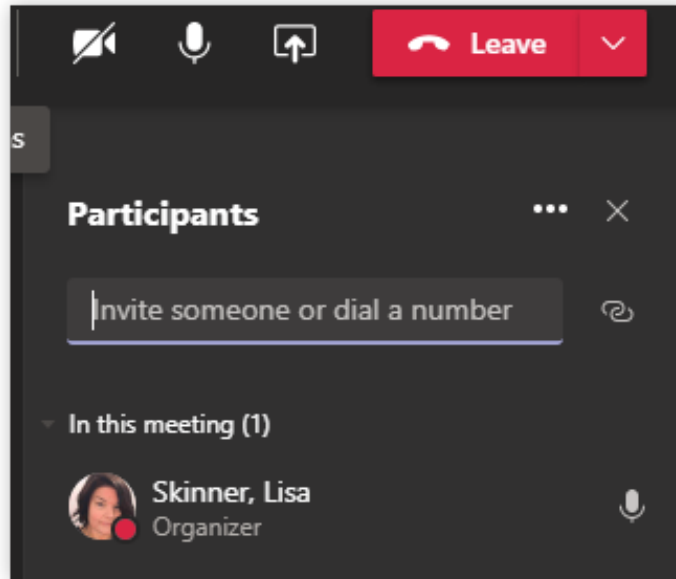




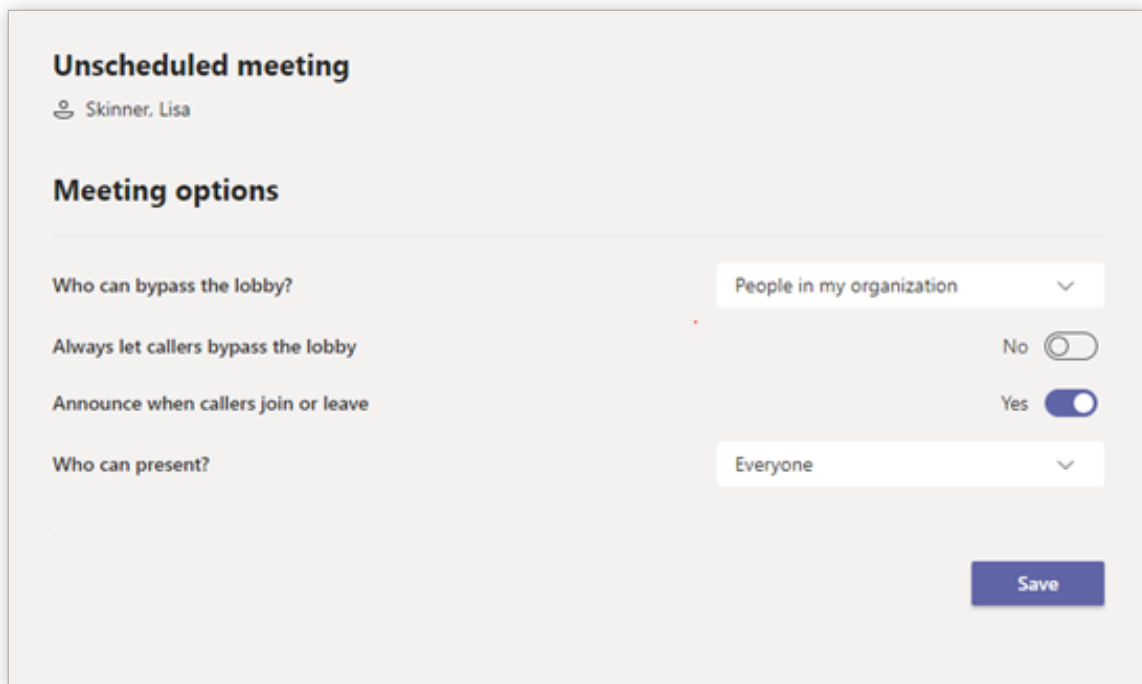
# Change Presenters in MS Teams

How to Change Participants from Presenters to Attendees in MS Teams Before and During a Meeting

2. Click on the Meeting Options  button and choose **Manage Permissions**.



3. In the “Meeting Options” window, change the **Who can present?** dropdown arrow to **“Only Me”**.

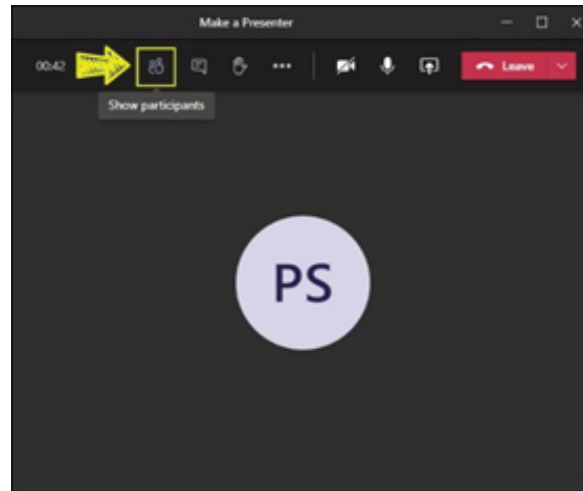




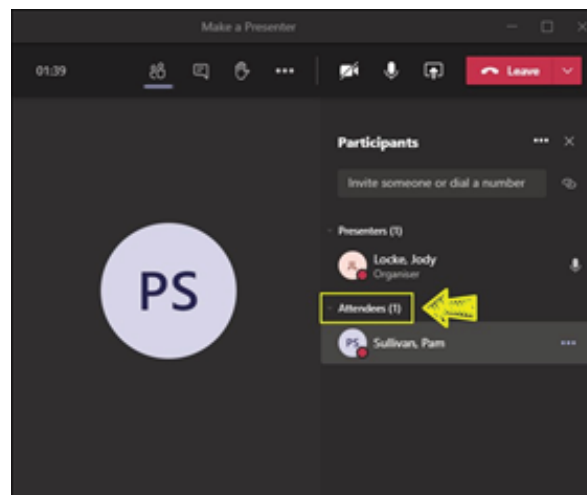
# How to Make a Presenter an Attendee in MS Teams

To change the participants to presenters DURING a meeting:

1. Click the **Show Participants**  icon.



2. Click on the Meeting Options  button and choose **Manage Permissions**.

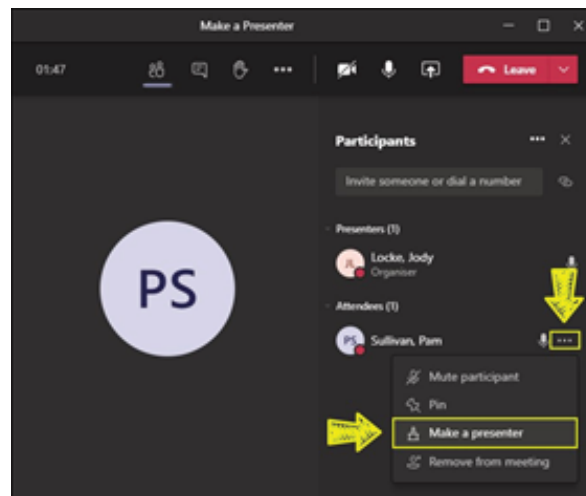




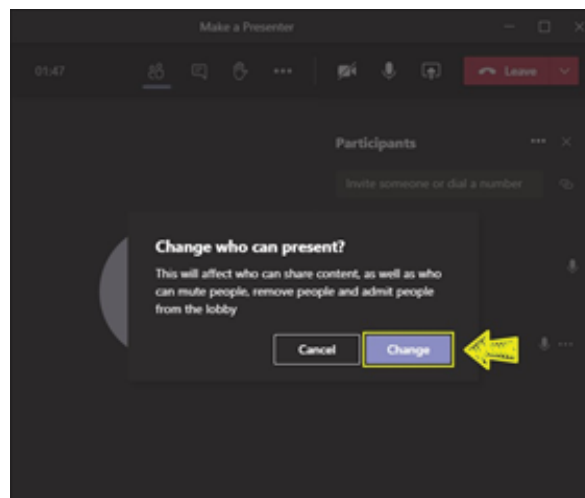


# How to Make a Presenter an Attendee in MS Teams

3. When the new browser opens, click on the drop-down arrow next to a person's name and select **Make Presenter**.




4. Click **Change**.






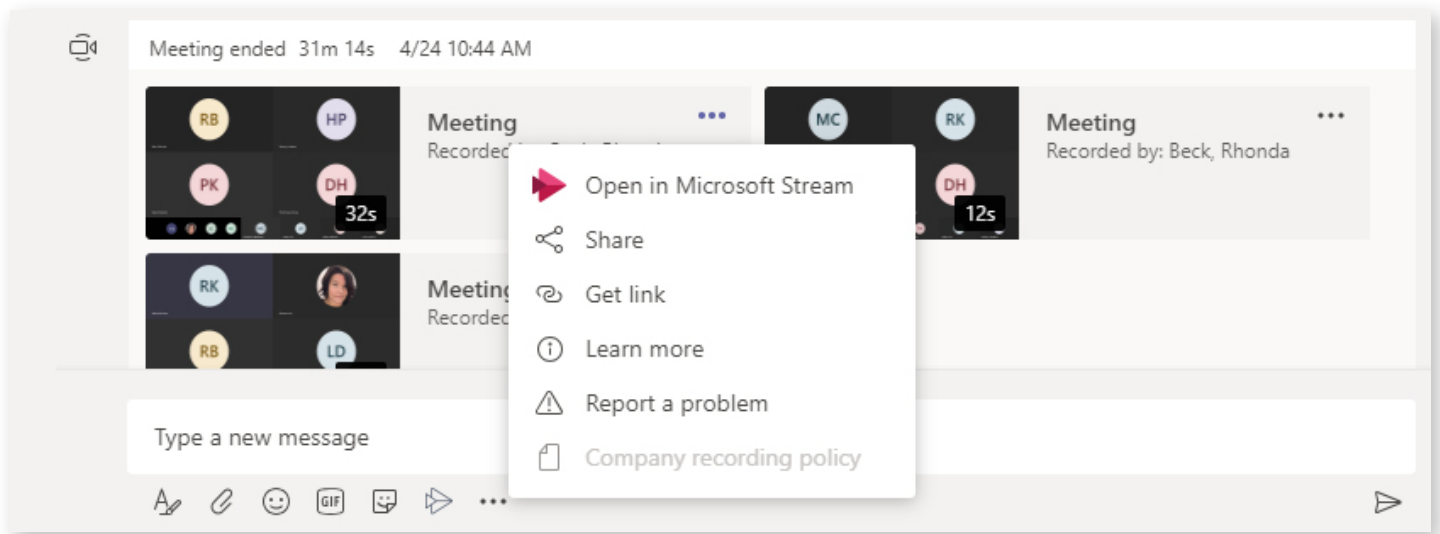
# Recording Options in MS Teams

## How to stop a recording if a participant starts it:

1. To stop recording a session when student starts, click the **More Options** button  and click **Stop Recording**.

## How to delete a recording:

1. In Teams, go to the recording in the chat history and click **More options**  button > **Open in Microsoft Stream**.



2. On the Microsoft Stream portal, click **More options**  button > **Delete**.