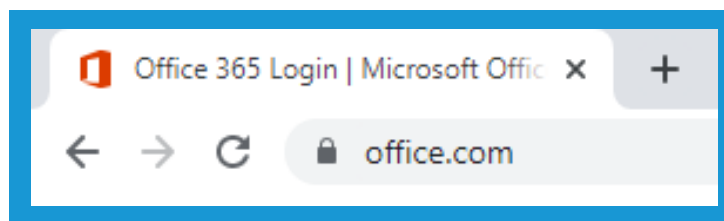
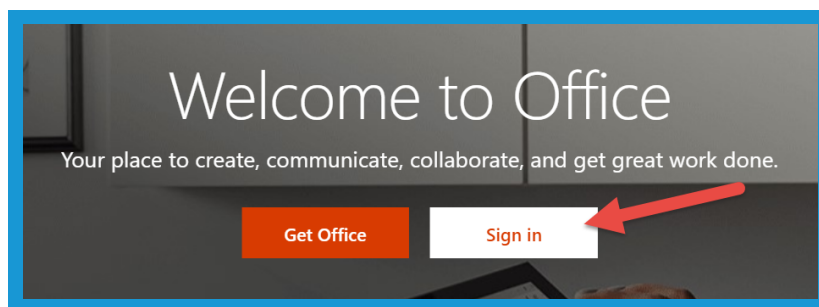


Accessing Stream

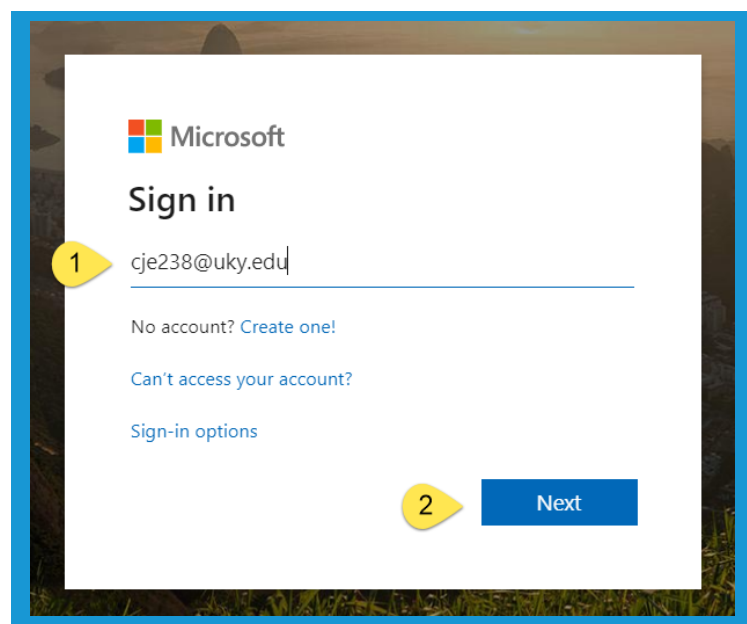
1. Open a web browser, and type Office.com in the address bar. Hit the Enter key.



2. Click the Sign In Button.
Please note that if you are already signed into office.com, you can skip steps 2-4.

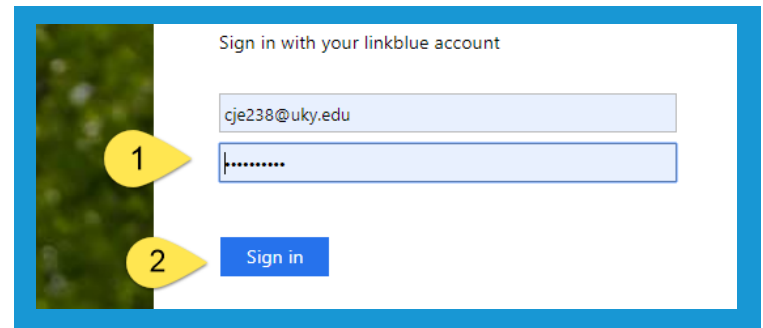


3. On the new screen, enter your Linkblue ID Email Address. Then click Next.

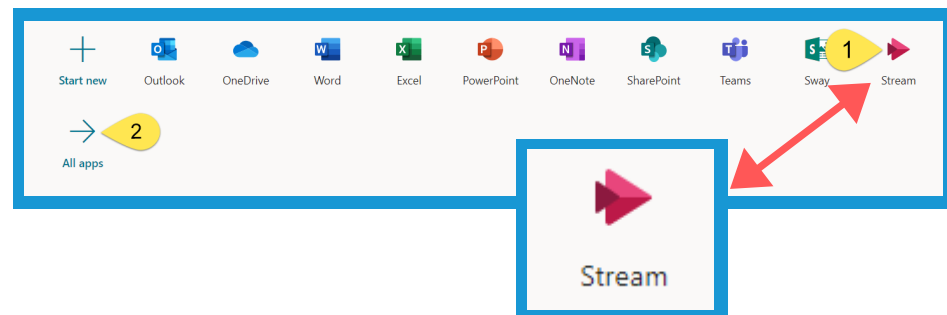


Accessing Stream

4. On the new screen, enter your Linkblue password. Then click Sign in.



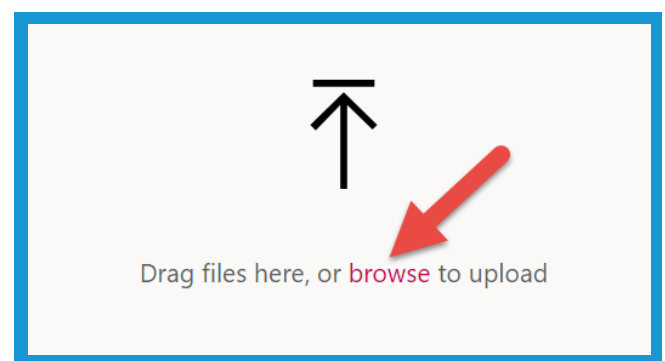
5. Click on the Stream button located near the top of the screen. If you do not see the Stream button, click All Apps (2).



6. Select the Upload button in the upper right corner of the screen to begin loading a video.

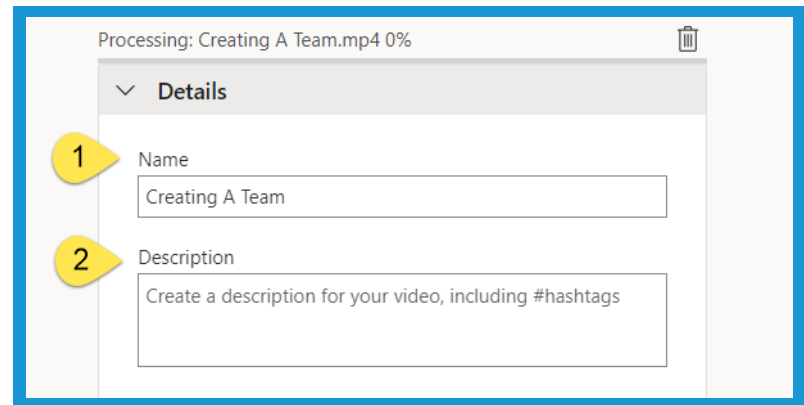


7. In the new window, drag your video to begin the loading process. You can also click browse to locate the file needed. You may be asked to select a language following this step.

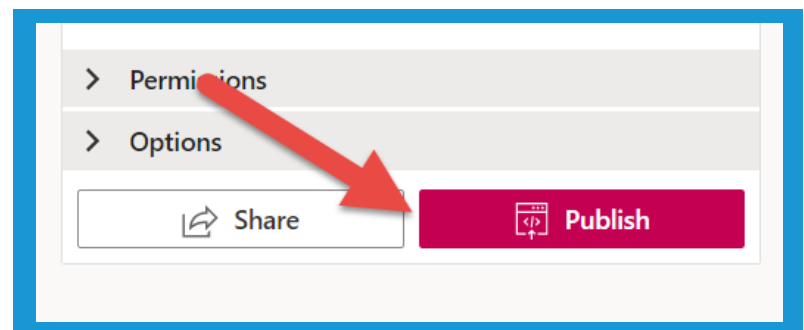


Accessing Stream

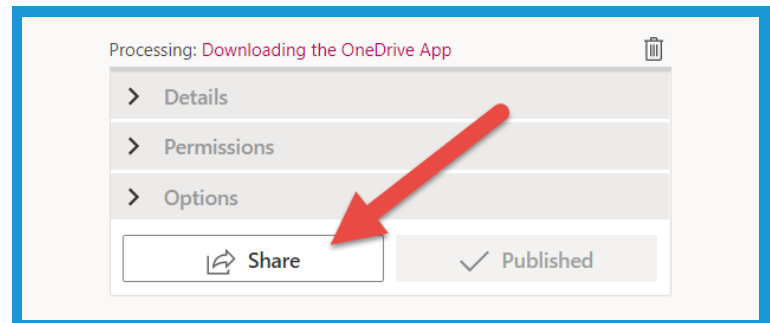
8. As the video loads, be sure to give the video a name and description. If the video is made public this will assist users with UK in locating the material.



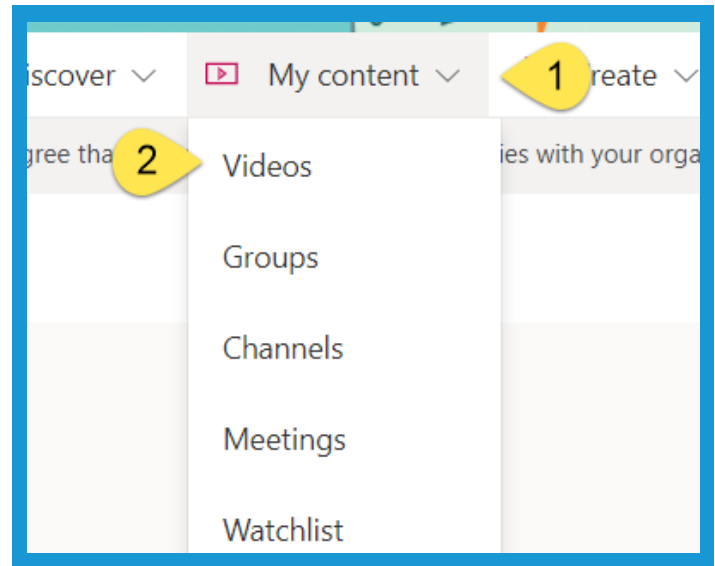
9. Click Publish at the bottom of the Upload window when the option becomes available.



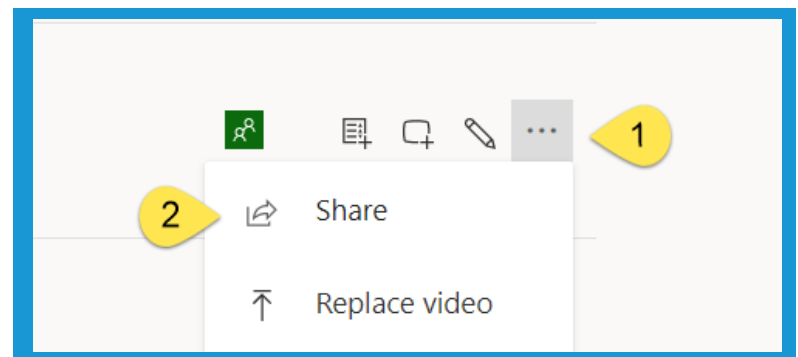
10. Click the Share button to obtain the link to the video. **The link to the video will not work until the publishing process is complete.** The span of time will vary depending on the the length of the video.



11. To access your videos after the upload process, click the My Content drop down menu, and select Videos.



12. Locate the video, and click the three dots to the right of file. Then click Share.



13. Click the Copy button and paste the link to the video in an email for viewers to access the content.

