

How do I share a video:

To share your video with Harper employees follow these steps:

1. Upload the video to Microsoft Stream, part of [Office 365](#)
2. Correct the auto-generated captions from Microsoft Stream. All videos must be captioned for accessibility compliance.
3. Use the "Share" button to email link to video to Harper colleagues

To share the video with students or people outside Harper, the video needs to be uploaded to YouTube. Complete steps 1 and 2 above and then:

- Edit the video permissions in Stream so that [Jessica Mandra](#) (jmandra@harpercollege.edu) is a co-owner of the video and email her the link to the Stream video.
- [Jessica Mandra](#) will download the Stream video and corrected captions file and upload them YouTube. When ready, she will email you the link - please allow two business days.

This information is also available on Harper's Internal Portal at:

<https://hipexternal.harpercollege.edu/servicesfacilities/marketing/Pages/default.aspx>