



# Managing videos in Stream and Microsoft 365

# Housekeeping

1. The video **recording** and **slides** will be shared in 1-2 days
2. Use the **q/a** for questions and comments
3. **Captions** available under the ellipses (more) menu

# What we're covering

Let's talk about everything you need to know about managing videos in SharePoint and Microsoft 365.

Takeaways :

- ✓ Planning the migration from Stream (Classic) to Stream (on SharePoint)
- ✓ Creating a great user experience for organizing and viewing videos
- ✓ Governance advice for managing the lifecycle of videos including managing expiration dates and retention



# Jas Shukla

Senior Consultant

- ✓ 10+ years of SharePoint intranet consulting experience
- ✓ 15+ years of UX design, consulting, marketing, and product management experience
- ✓ Previously with Microsoft as a Program Manager in their SharePoint team
- ✓ Collabware Specialist



# Jeff Dunbar

Senior ECM Consultant

- ✓ 5+ years of SharePoint, Microsoft 365, ECM experience
- ✓ Microsoft 365 – Teams Administrator
- ✓ Collabware CLM Certified Solution Specialist

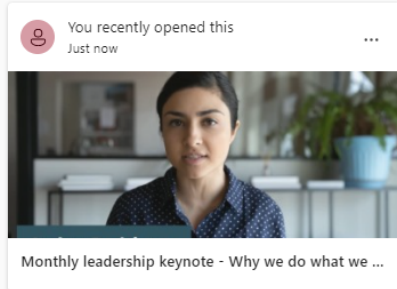
# Introducing Stream (on SharePoint)

# Meet the new Stream (on SharePoint)



The image shows the Stream home page interface. At the top left, there is a navigation sidebar with icons for Home, Create, My Content, Feed, and Apps. The main header area is pink and contains the text "Create new" followed by three icons: Upload, Recording, and Playlist. A welcome message on the right says "Welcome to Stream (on SharePoint). To visit Stream (Classic) [click here](#)".

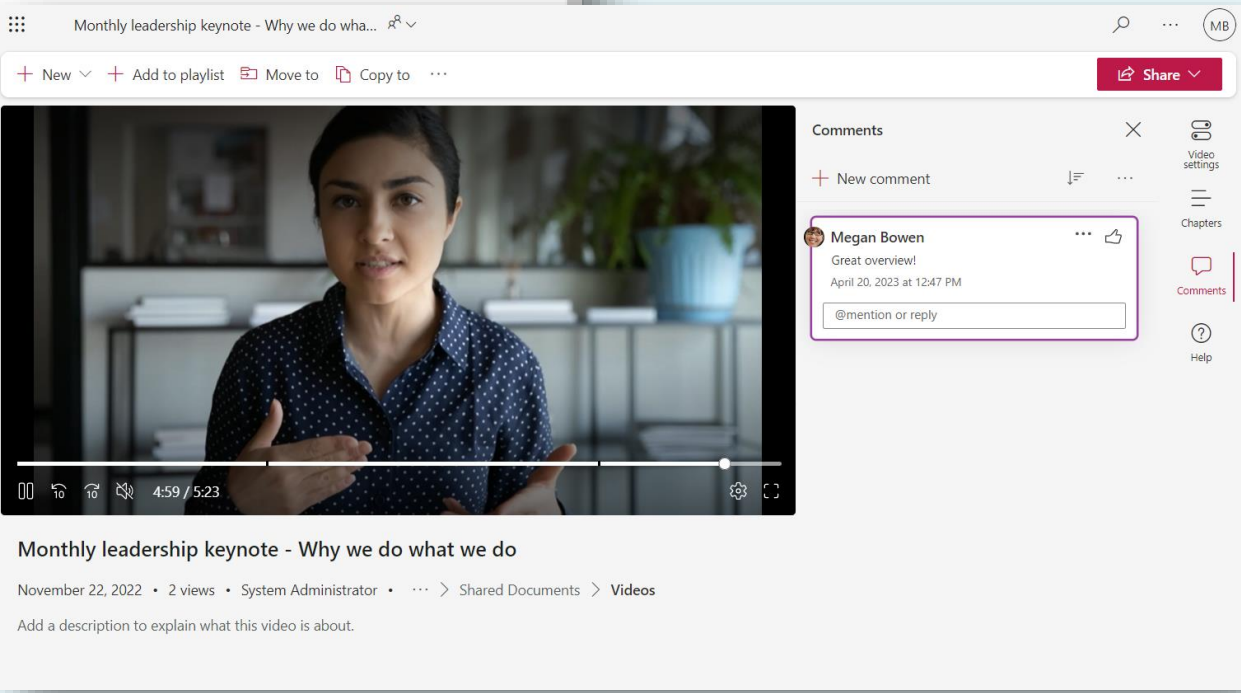
## Recommended



A recommended video card showing a thumbnail of a woman speaking. The text above the thumbnail says "You recently opened this Just now". Below the thumbnail is the video title "Monthly leadership keynote - Why we do what we ...".

- All
- Recently opened
- Shared
- Favorites

Name	Modified	Owner
Monthly leadership keynote - Why we do what we do The Landing	3m ago	System Administrator
Project Falcon ProtoV3 USER GUIDE Project Falcon - UX test	Nov 22, 2022	Megan Bowen



The image shows a video player interface for a video titled "Monthly leadership keynote - Why we do what we do". The video is playing, showing a woman speaking. The player includes a progress bar, volume control, and a share button. On the right side, there is a comments section with a "New comment" button and a comment from "Megan Bowen" dated "April 20, 2023 at 12:47 PM". Below the video, there is a description field with the text "Add a description to explain what this video is about."

# Stream Classic vs. New

Stream (Classic) is using video files stored on the retiring [microsoftstream.com](https://microsoftstream.com) service

Stream (on SharePoint) manages and plays video files **directly** stored in SharePoint, Teams, and OneDrive



# Why the shift?

Stream (Classic) was not connected to Microsoft 365

# Included in the new Stream:

- ✓ Versions
- ✓ eDiscovery
- ✓ Legal holds
- ✓ Retention policies
- ✓ Audit logs
- ✓ Permissions
- ✓ APIs
- ✓ Analytics
- ✓ ....

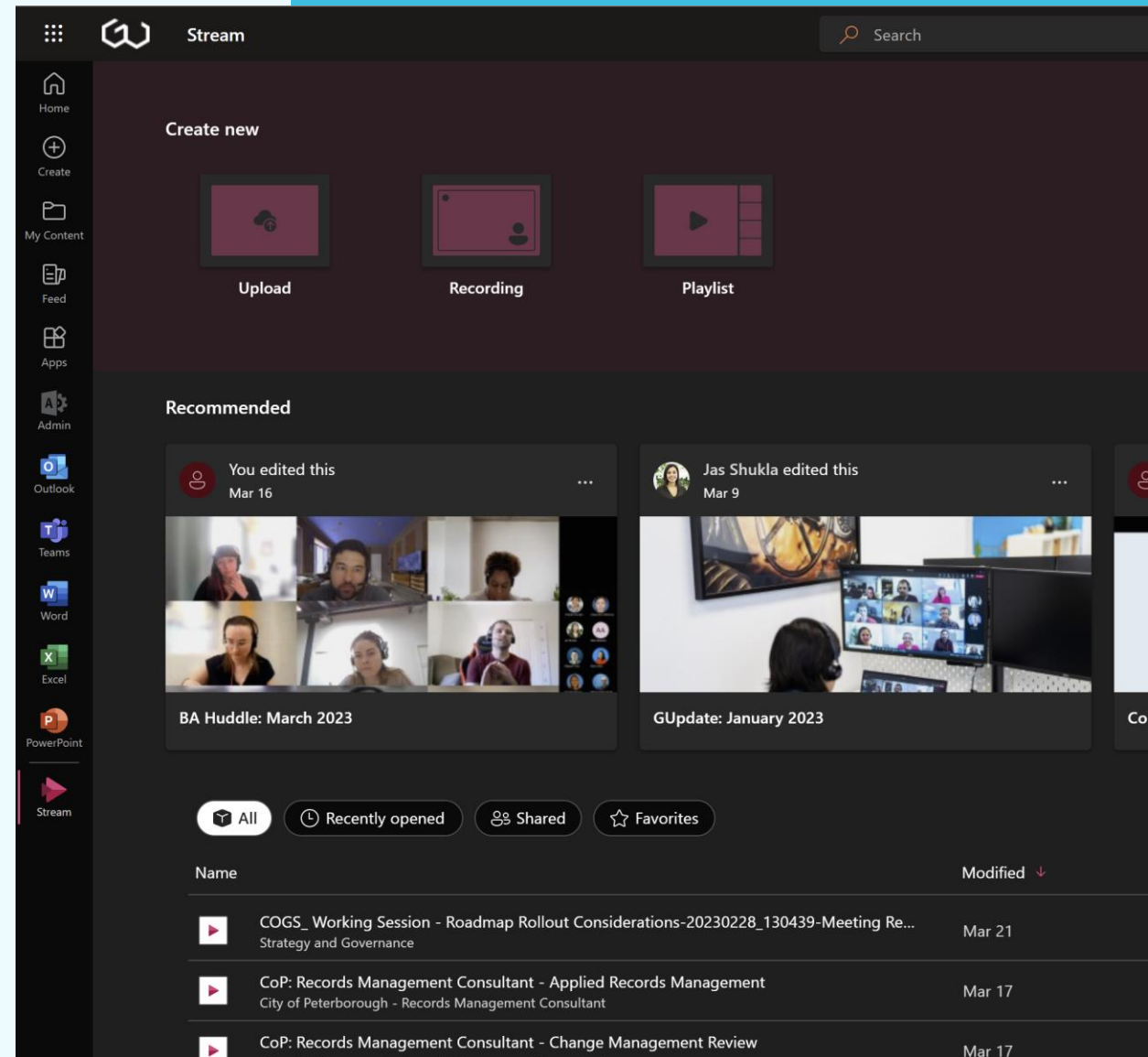
# Keep in mind:

- ✓ With Stream (on SharePoint), there's no longer a special place you must put videos
- ✓ It's less of a central video portal – instead, focus on embedding videos in context or with a topic
- ✓ Users upload or create new videos like they would any other file, directly in SharePoint, Teams, OneDrive and Yammer

**Let's see it in action**

# Stream on SharePoint

Uses search to find and roll-up content across the platform



# Features for Videos

- ✓ Thumbnail
- ✓ About video
- ✓ Transcript and captions
- ✓ Chapters
- ✓ Comments
- ✓ Analytics
- ✓ Noise suppression

# Video Settings

The screenshot displays a video player interface for a stream titled "GUpdate\_February 2023". The video content shows a dark blue background with the Gravity Union logo and the text "Monthly GUpdate" and "February 2023". A vertical sidebar on the right contains five video thumbnails of participants. The settings panel on the right is titled "Video settings" and includes the following options:

- Changes to video settings will apply for all viewers. Only users with edit access can see this panel. [Learn more](#)
- Thumbnail
  - About video: On
  - Chapters: On
  - Comments: On
- Noise suppression 
  - Set as the default for this file:   
Viewers will still be able to turn noise suppression off within the video player.

Below the video player, the video title "GUpdate: February 2023" is displayed, along with metadata: "March 10, 2023", "No expiration", "5 views", "Laura Bower", and "About Us > GUpdates". A description follows: "Gravity Unions monthly updates for February."

# Recordings

- ✓ Most recordings, Teams Meeting Recordings and Video Recordings are stored in the host or creator's OneDrive.
- ✓ Teams Meetings hosted in a Teams channel will be stored directly to SharePoint in the default Documents library for that Team
  - ✓ Documents > Channel Name > Recordings



# Migration

Moving existing content from Stream Classic to Stream (On SharePoint)

# Stream Classic Retirement Timeline

Sept  
2020:  
Stream (on  
SharePoint)  
announced

October  
2022:  
General  
availability of  
Stream (on  
SharePoint)

Feb 2023:  
General  
availability of  
migration tool

May 15,  
2023:  
No new videos  
uploaded  
to Stream  
(Classic) unless  
action taken

August  
15, 2023:  
No new videos  
uploaded to  
Stream (Classic)  
for any  
customers

October  
15, 2023:  
Users can no  
longer access  
Stream (Classic)  
unless action  
taken

February  
15, 2024:  
Stream (Classic)  
is fully retired &  
non-migrated  
content is  
deleted

Check for updates:

<https://aka.ms/StreamClassicRetireTimeline>

# Migration Strategy

**Before migrating to Stream (on SharePoint) you will need to decide on your strategy**

- ✓ Migrate everything immediately (Lift & Shift)
- ✓ Selectively migrate content (Recommended)

# Migration Plan

1. Familiarize users with Stream (on SharePoint)
  - ❖ Block uploads to Stream Classic
2. Change Management: Communicate with end-users and content owners about the upcoming change
3. Take inventory and plan the content to migrate
4. Identify the destination for content in SharePoint and OneDrive; Work with content owners.
  - ❖ Design or build SharePoint destination when necessary
5. Migrate test or pilot content
6. Complete all migrations as quickly as possible
7. Disable Stream Classic and remove user licenses

# Migration Tool

The screenshot shows the SharePoint admin center interface for the Migration tool, specifically for Stream content. The left sidebar contains navigation options: Home, Sites, Active sites, Deleted sites, Policies, Settings, Content services, Migration (highlighted), Reports, Advanced, More features, Customize navigation, and Show all. The main content area is titled "Migration > Stream" and "Stream". It has two tabs: "Scans" (active) and "Migrations". Below the tabs, there is a description: "Access your organization's Stream (Classic) content with 'Scans'. Select containers to scan them for videos before adding them to 'Migrations'. [View step-by-step documentation](#)".

There are three steps outlined:

- Step 1 — Scan for videos**: To find videos, choose containers from the list below. Then select "Scan container".
- Step 2 — Add to Migrations**: Once "Scan status" is "Complete", select "Add to Migrations" below.
- Step 3 — Navigate to the "Migrations" tab**: Assign container destination paths and migrate containers from the "Migrations" tab.

At the bottom right, there is a "Need more help" section with a "Take the tour" button.

Below the steps, there are action buttons: "+ Add containers", "+ Add to migrations", "Download reports", and "Import tags". There is also a search bar and "Filter" and "Hide table" options.

**Overview**

Containers	Scanned videos	Scanned data
29	158	32.88 GB

Container name	Container type	Tags	Container path	Scan status	Scanned videos	Scanned data	Most recent scan
Lunch & Learn	Company-wide chan...	None	Lunch & Learn a8558e40-dc02-4e29-979...	Completed	27	5.86 GB	10/13/22, 2:34 PM
Laura Bower	User content	None	Lbower@gravityunion.com 98e008bc-d4e...	Completed	12	2.23 GB	10/13/22, 2:34 PM
Hossein Mousavi	User content	None	hmousavi@gravityunion.com jaa84617a-d...	Completed	3	646.33 MB	10/13/22, 2:34 PM
Sophie Ke	User content	None	ske@gravityunion.com 9ee3fad6-9dcd-43...	Completed	1	307.21 MB	10/13/22, 2:34 PM
Jas Shukla	User content	None	jshukla@gravityunion.com d806470a-3ba...	Completed	9	1.54 GB	10/13/22, 2:34 PM
Michael Schweitzer	User content	None	mschweitzer@gravityunion.com 1b9c6f82...	Completed	15	2.47 GB	10/13/22, 2:34 PM

# Live Migration

Conduct a live migration



GRAVITY  
UNION

# Videos in SharePoint

Designing and playing content in SharePoint

# Storing Videos in SharePoint

- ✓ Store videos like you store Documents
- ✓ Metadata and library design is important and can be used to organize and find content
  - ✓ Replacement for Channels in Stream Classic
- ✓ Curate content with Playlists and Web Parts to help users find and view videos in intuitive ways



# Building beautiful video portals

Beyond properly storing content in SharePoint, you can design Pages with Web Parts to curate content.

- ✓ Hero web part
- ✓ Highlighted Content Web Part
- ✓ File & Media Viewer
- ✓ Playlists (using Microsoft Lists)

# Demo

Example SharePoint Builds

# Governance

Managing the video lifecycle in Microsoft 365

# Teams Meeting Recordings

- ✓ Expiration defaults are set to 120 days
  - ✓ Policies can be set to change the default or set defaults for specific groups
- ✓ Retention > Expiration/Deletion
  - ✓ Longest retention wins
  - ✓ Shortest deletion wins
    - ✓ E.g. Expiration 60 days, Retention Label 1 year – Retained 1 year. Expiration will delete file after 1 year
    - ✓ E.g. Expiration 120 days, Purview deletion policy 1 year – Deleted after 120 days

# Video Content

- ✓ Videos are stored in SharePoint
- ✓ Retention is applied the same way as Documents
  - ✓ Purview principles of retention and deletion apply
  - ✓ 3<sup>rd</sup> Party products can also apply retention

# Archiving

- ✓ Videos can be large in size and eat into your SharePoint Quota
- ✓ Stream Classic had its own storage quota, but that does not come into SharePoint as additional storage
- ✓ Videos can be archived to a cheaper storage solution in Azure or another location if they are retained permanently
  - Teams Meeting Recordings probably don't need to be archived – they're rarely watched again after 60 days

# Summary



# Takeaways

- ✓ Plan your migration and migrate content selectively
- ✓ Design SharePoint libraries with metadata to help sort, filter, find, and curate content
- ✓ Use Web Parts in pages to create beautiful portals and further curate content
- ✓ Use the new Playlist template in Microsoft Lists to build and organize similar content or logical learning lists
- ✓ Apply Records Management to Videos and Teams Recordings
- ✓ Archive videos to cheaper storage when applicable



# Learn more

- ✓ <https://aka.ms/StreamRoadmap>
- ✓ [Overview of how to feature videos in Microsoft 365 with pages, sites, & portals](#)

# Q&A

[jdunbar@gravityunion.com](mailto:jdunbar@gravityunion.com)

[jshukla@gravityunion.com](mailto:jshukla@gravityunion.com)