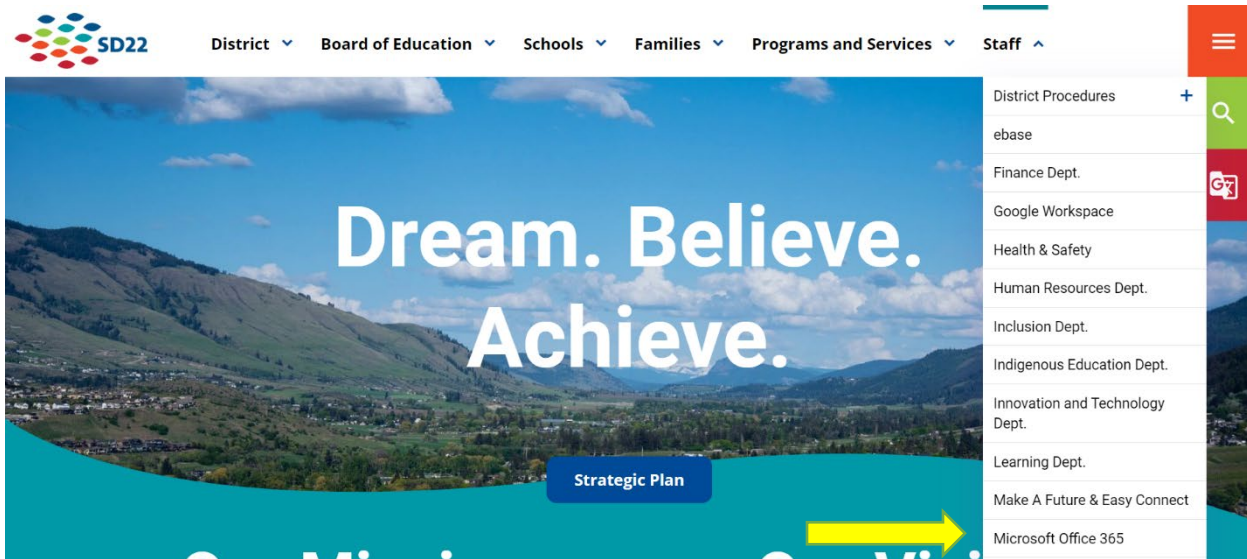
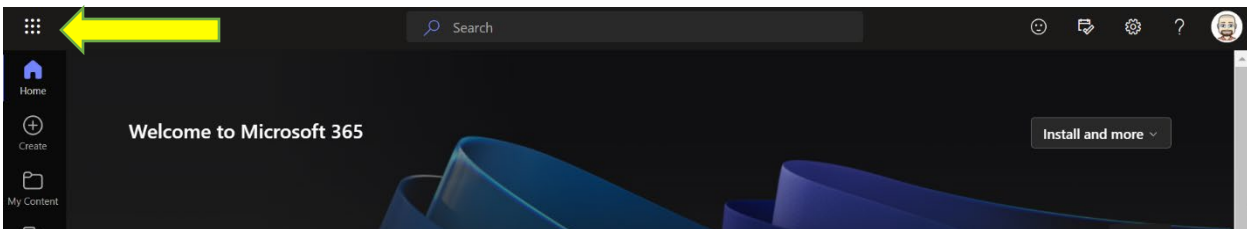


# Microsoft Stream for Screen Casting Basic How-to

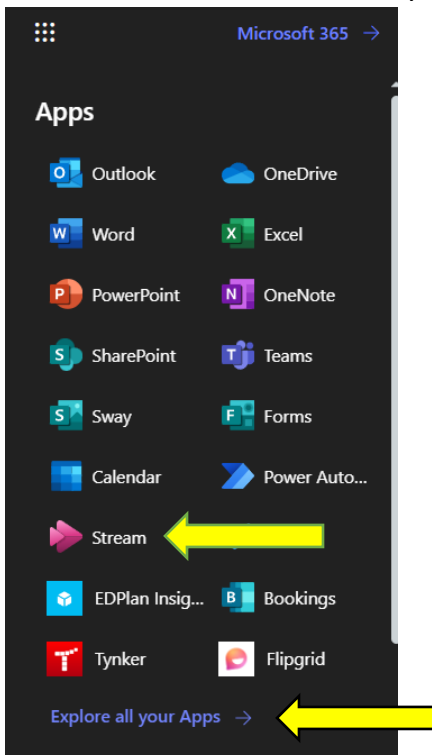
From [www.sd22.bc.ca](http://www.sd22.bc.ca) select Staff and select Microsoft Office 365.



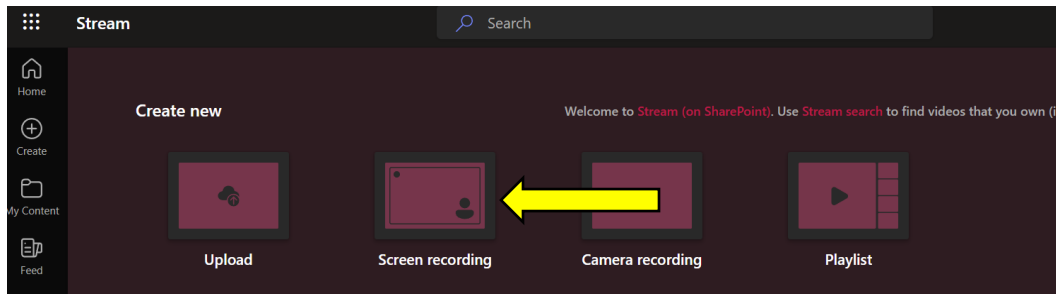
Then click on the waffle in the top left hand corner.



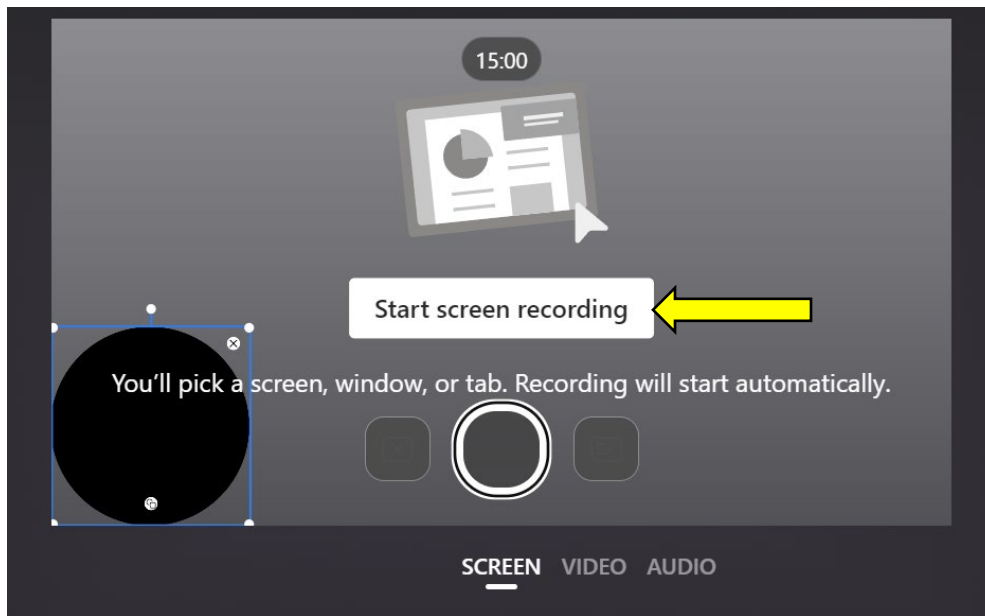
Then select Stream. You may need to click on "Explore all your Apps".



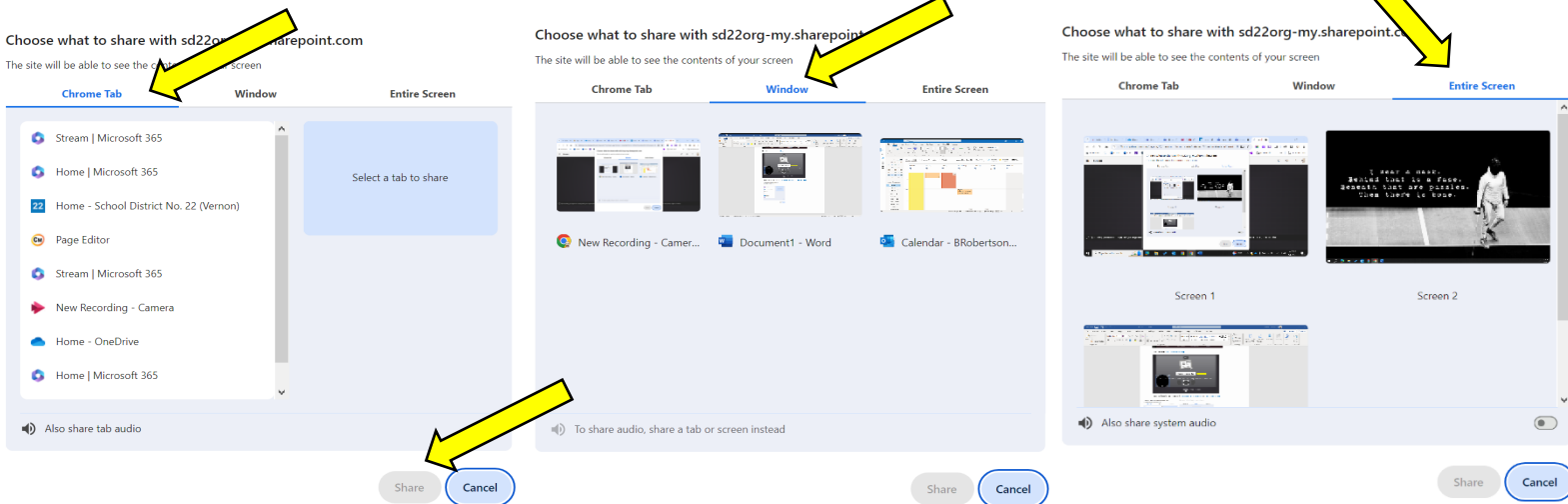
Click on **Screen recording**.



Then click on **Start screen recording**.

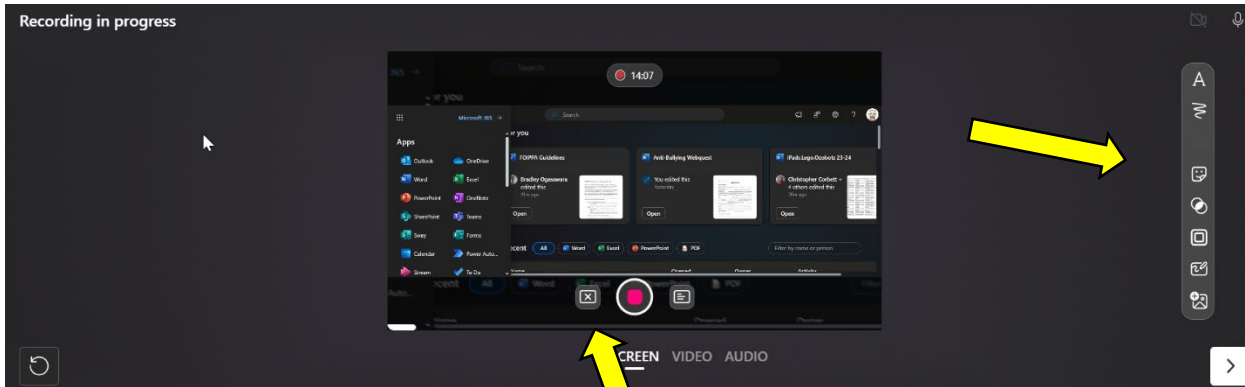


You can then choose to record a **Browser Tab**, a **Window**, or the **Entire Screen**.

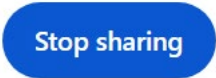


Then click on **Share**.

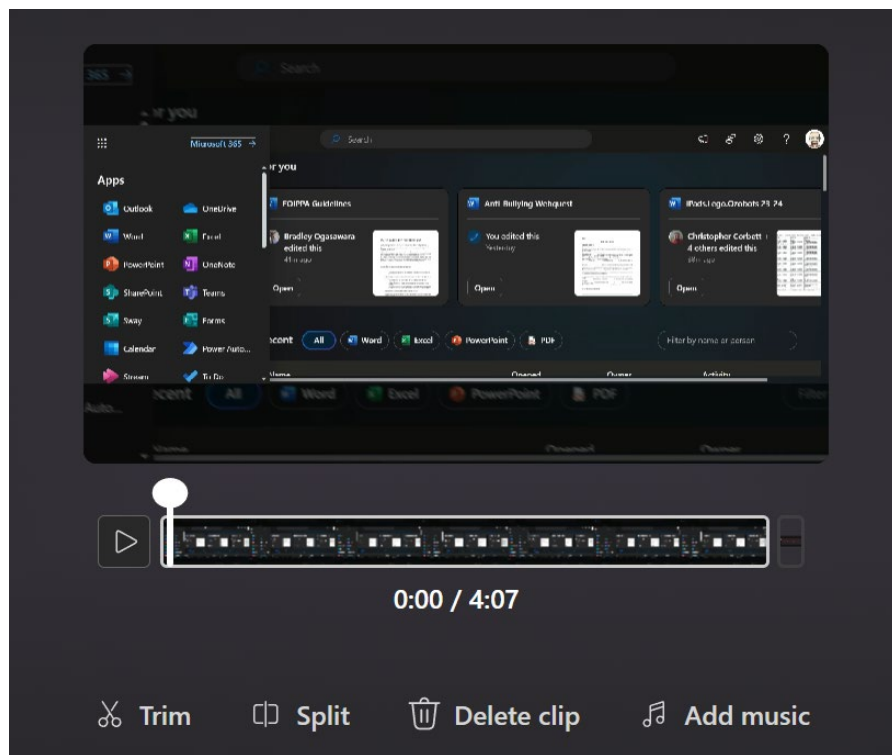
You will be able to use go to the [Stream](#) tab and see your recording. Use this page to do annotations, add text, stickers, teleprompter, etc.



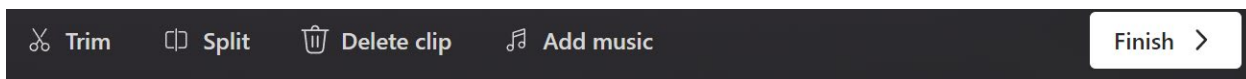
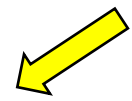
You can stop the recording by clicking on the X here or look for this button.



You can then [Trim](#), [Split](#), [Delete](#), [Add music](#), and [download](#) your video.

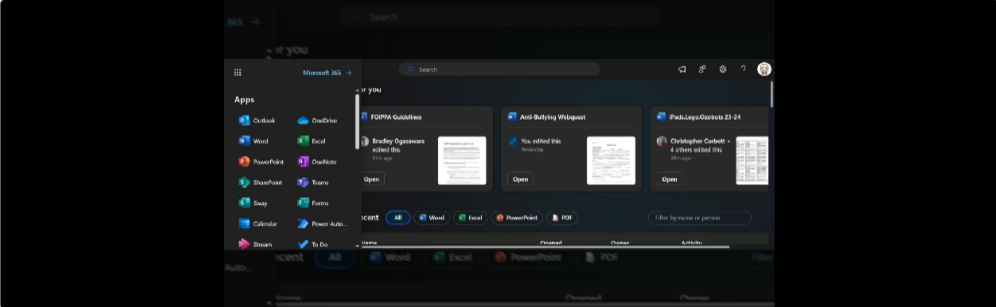


You can also click on [Finish](#).



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