

Migration Procedure from Stream(Classic) to Stream(on SharePoint) 2023.06.27

To migrate your video files to the new Stream, you will need to do the following:

1. Download video files from Stream (Classic)
2. Upload the video file to OneDrive
3. Set up video file sharing

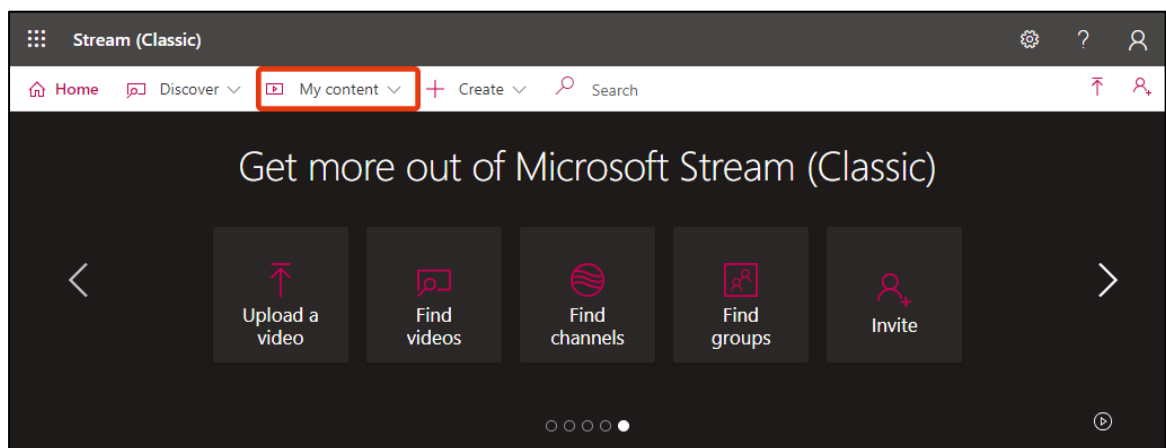
1. Download video files from Stream (Classic)

If the files you want to migrate are not left on your own PC, you will need to download the video files from Stream (Classic).

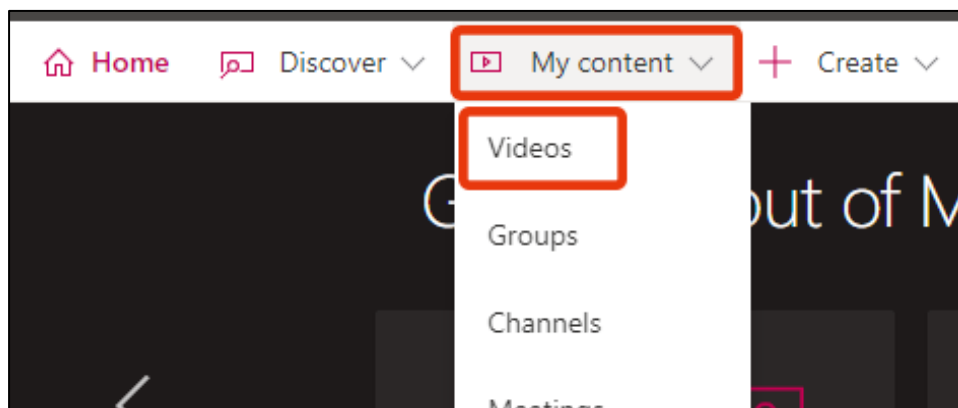
※If you have already saved the video files you need, you do not need to download them.

※You do not need to download any video files that you do not need to migrate.

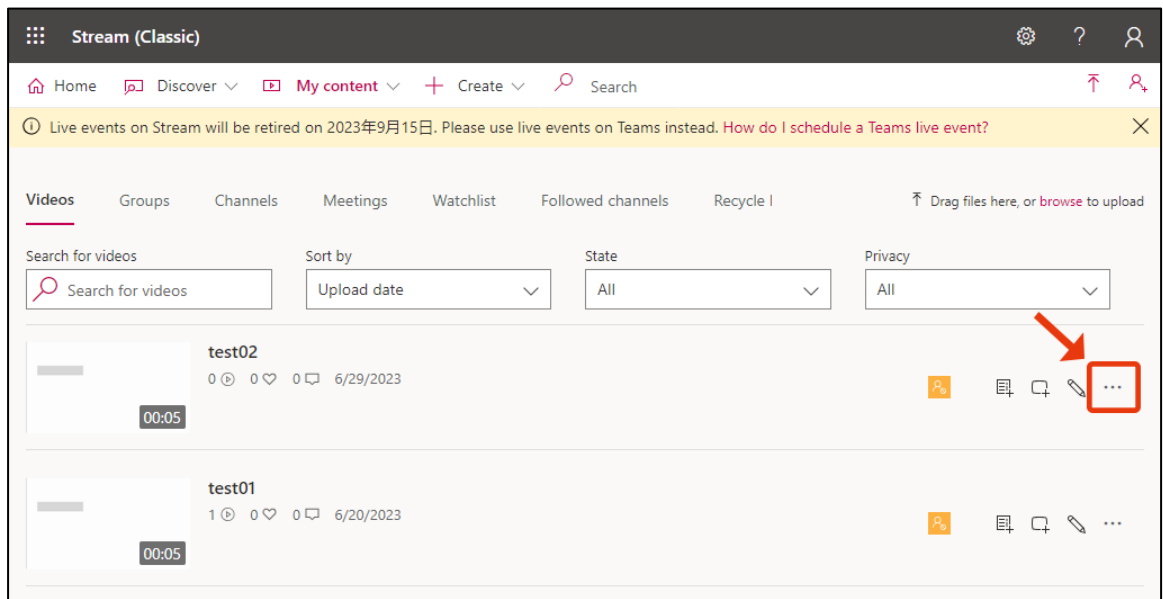
1. Go to <https://web.microsoftstream.com/>.
2. Click on "My Content" from the menu at the top menu.



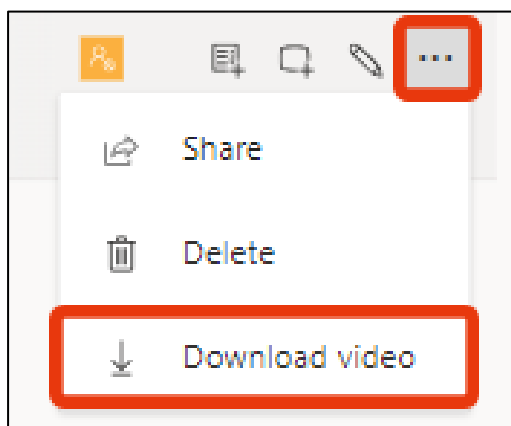
3. Click on "Videos" in the additional menu.



4. A list of videos will be displayed. Click the "... " to the right of the video you wish to download.



5. Click on "Download Video". The video will now be saved on your PC.



6. Download all files to be migrated and it is done.

2. Upload the video file to OneDrive

Stream (on SharePoint) supports video files stored in SharePoint, Teams, and OneDrive storage. This section uses OneDrive and Teams as examples.

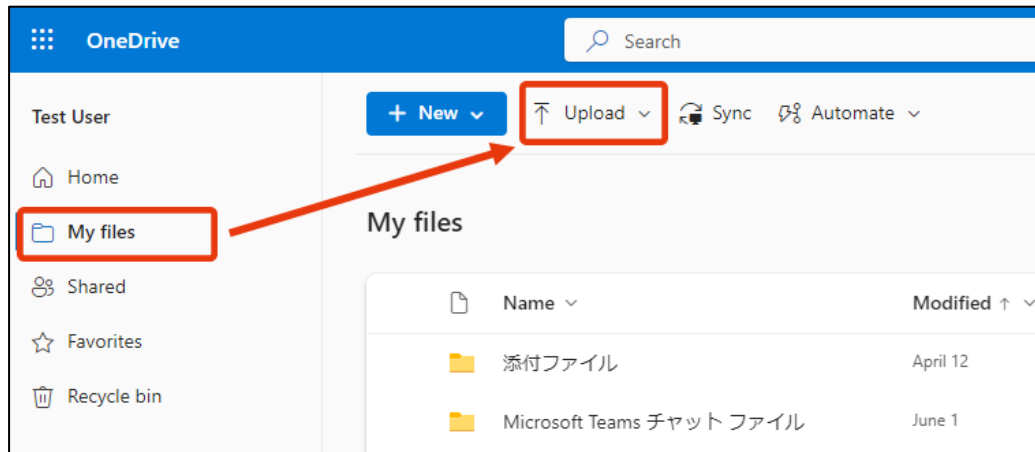
*Please create a folder for videos if necessary, for example, if you have many videos.

*When using OneDrive, personal data space is consumed. If your account is deleted, your saved files will also be deleted. Deleted files will not be restored even if the account is re-issued. Please be aware of this.

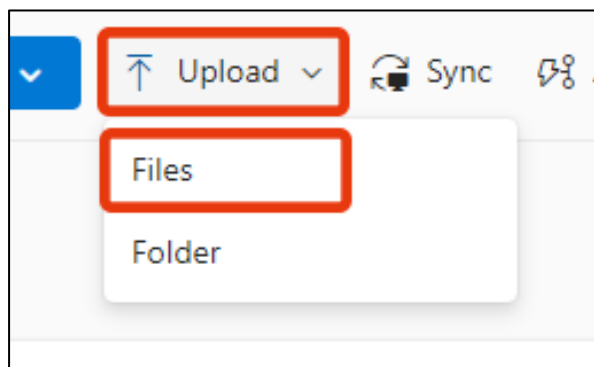
*When using Teams (SharePoint), the team's data area is used, so personal data area is not consumed. Also, even if the file owner's account is deleted, the data remains in the team and can continue to be managed by the team administrator. **For public teams, the default restrictions are much less restrictive, such as being able to view and search from the entire campus. Please be aware of it.**

2.1. When using OneDrive

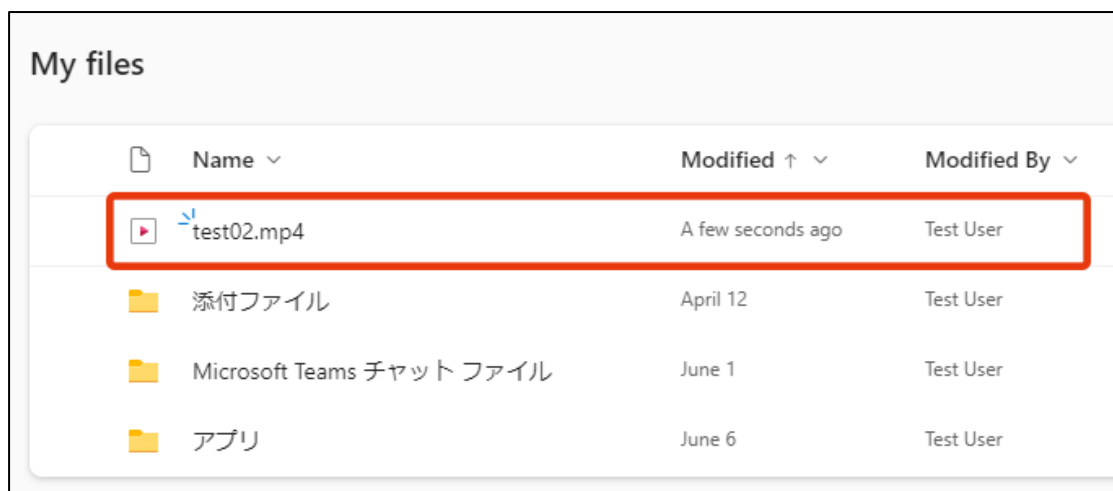
1. Go to your personal OneDrive.
2. Click "My Files" from the menu on the left menu. In addition, click "Upload" from the menu.



3. Click on "Files" and select the video file you wish to upload.



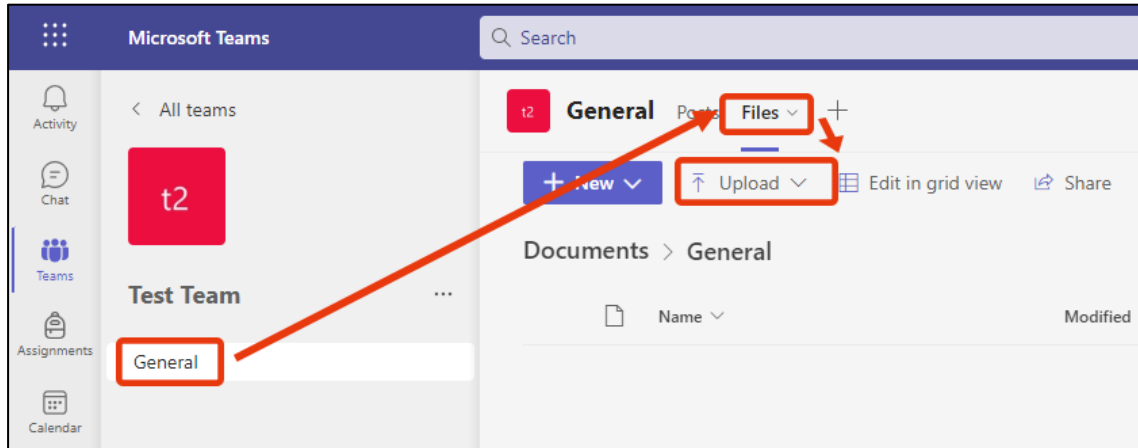
4. When the upload is complete, the file will be added to the list.



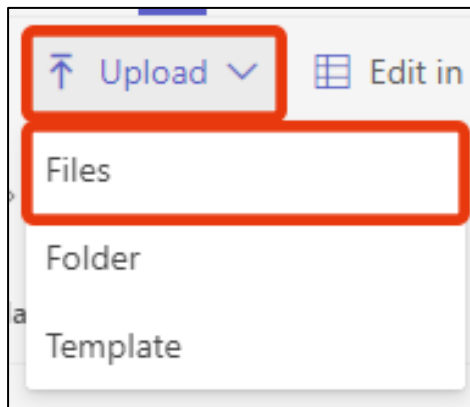
5. Upload all files to be migrated and you are done.

2.2. When using Teams

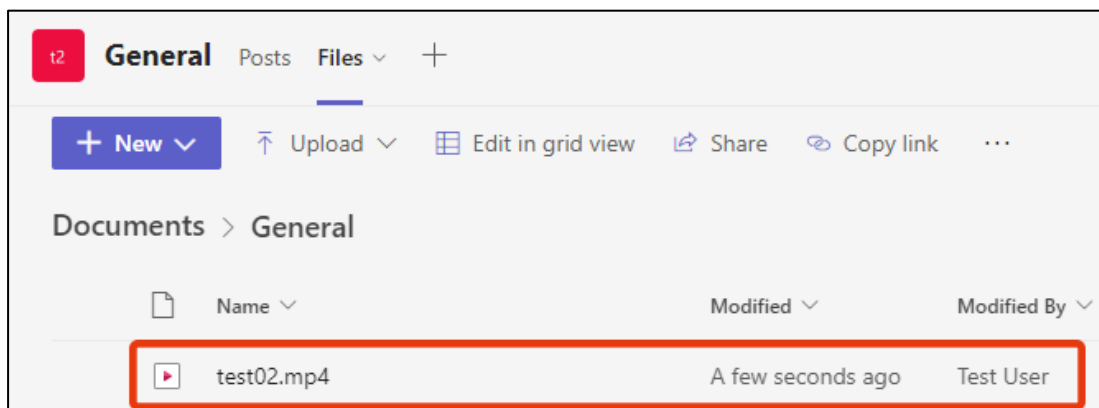
1. From Teams, go to the team to which you want to upload the video file.
2. Select the channel and click on the "Files" tab. In addition, click on "Upload" from the top menu.



3. Click on "Files" when the additional menu appears. Select the video file you wish to upload.



4. When the upload is complete, the file will be added to the list.



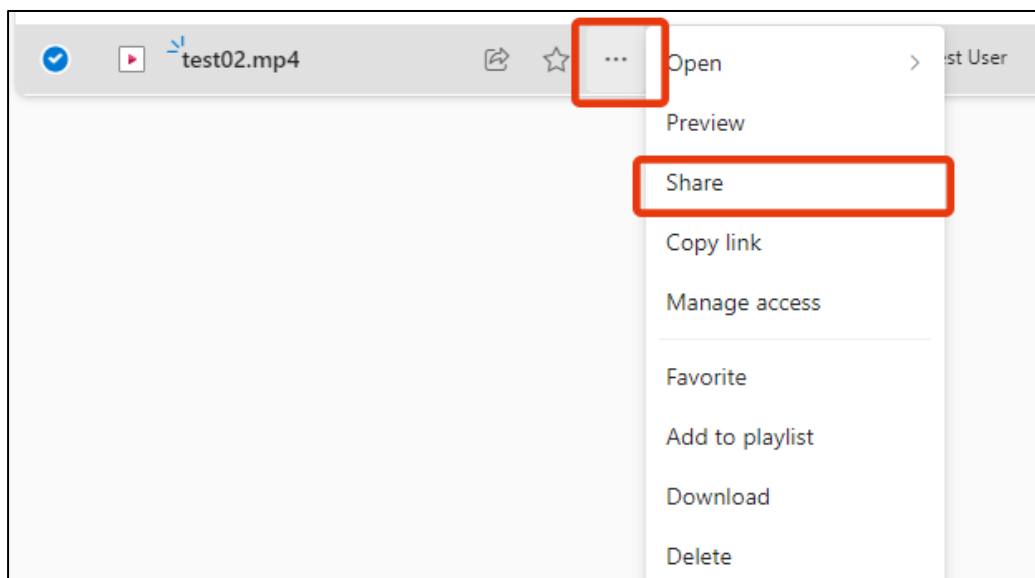
5. Upload all files to be migrated and you are done.

3. Set up video file sharing

File sharing settings must be made so that video files can be viewed by people other than the owner. **Please be very careful to set up the settings so that the file is not made public to an unintended extent.**

1. Please confirm that the uploaded video file is displayed in the file list with the file uploading completed as described in the previous section
2. Please move the mouse cursor to the line of the video file to be shared in the file list. Click on "...", and then click "Share" from the menu

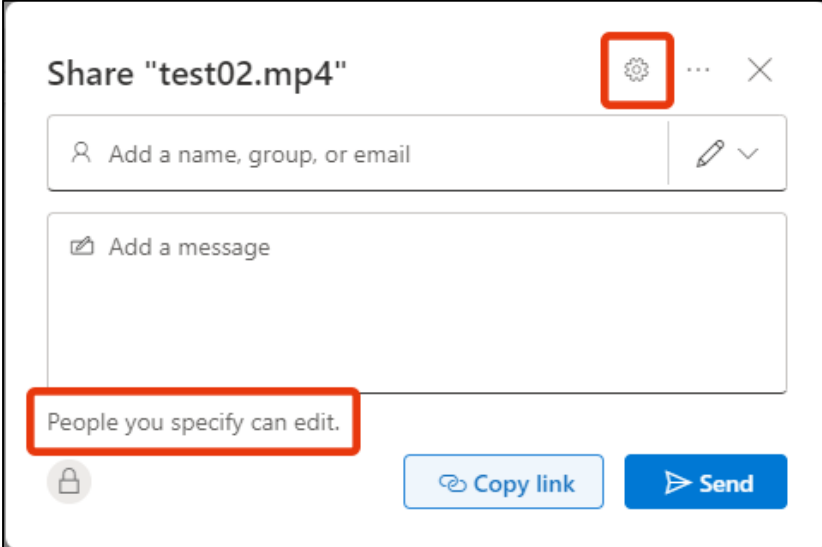
※ "Share" is not a change of settings, but an addition of settings. Please note that multiple links and settings will be created if you repeat the operation with the intention of changing the settings.



3. The file sharing form will appear. In the red box below, the current sharing settings are "People you specify can edit.". Click the "gear" icon at the top of the form to change the settings.

※The default sharing settings may vary depending on the application used, the selected operation, the group (team), and the university-wide settings. Please be aware of it.

※If the sharing setting is "Anyone with the link can edit.", you are in the state of unrestricted access permission with no login required. Please be aware of it.



The screenshot shows a sharing interface for a file named "test02.mp4". At the top right, there is a gear icon (settings) and a close button (X), both highlighted with red boxes. Below the title is a search bar with the placeholder text "Add a name, group, or email" and a dropdown arrow. Underneath is a text area with the placeholder "Add a message". At the bottom left, the current sharing setting is displayed as "People you specify can edit.", which is also highlighted with a red box. At the bottom right, there are two buttons: "Copy link" and "Send". A lock icon is visible at the bottom left of the form.

4. The Share Settings form will appear. This form is used to configure the sharing target. The sharing settings are complex, so only a simple example will be explained here. Please refer to the Microsoft documentation for details.

Allow viewing only on campus

1. Specify "People in 筑波大学" for "Share the link with".
2. Specify "Can view" in "More settings".

Sharing settings
test02.mp4

Share the link with

- Anyone
- People in 筑波大学**
Share with people in 筑波大学, organization account required
- People with existing access
- People you choose

More settings

- Can view**
- Can edit
Make any changes
- Can view**
Cannot make changes

3. When you are done, click "Apply" at the bottom of the form.

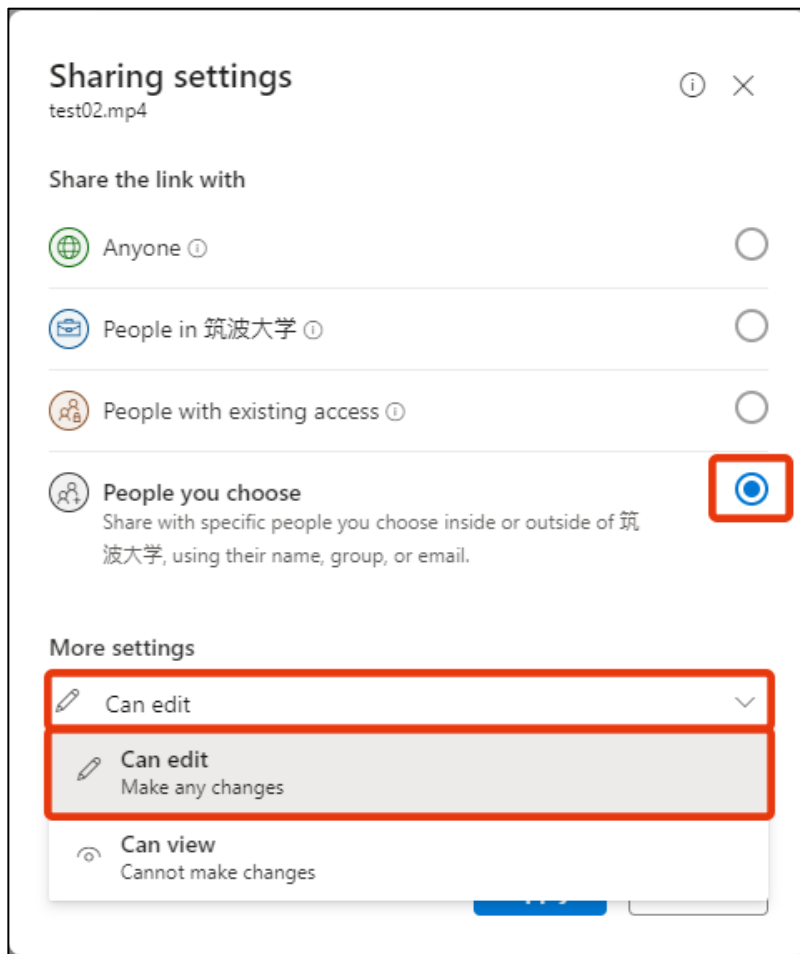
Can view

Block download Off

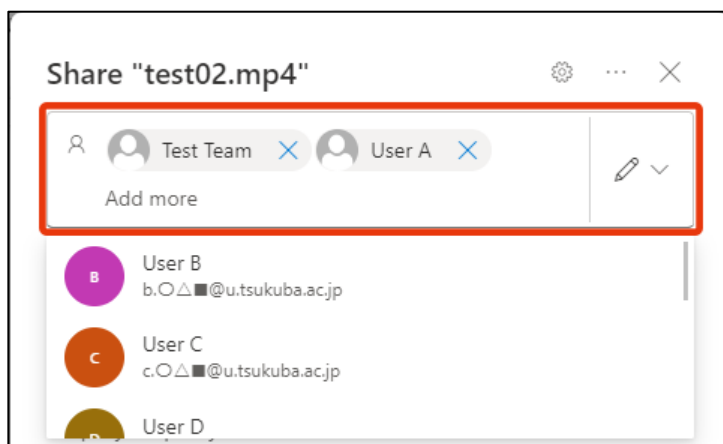
Apply

Allow specified users to edit

1. Specify "People you choose" for "Share the link with".
2. Specify "Can edit" in "More settings".

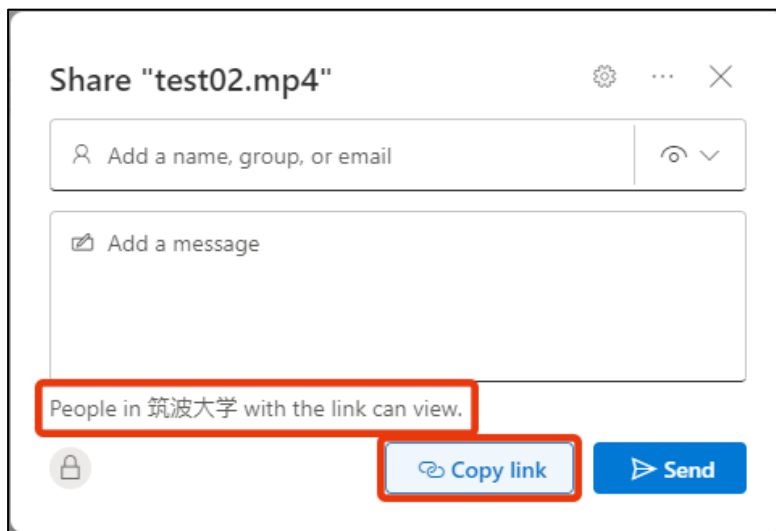


3. When you are done, click "Apply" at the bottom of the form.
4. Select the user(s) after returning to the original form. Enter the name of the team or individual you wish to share with in the "add a name, group or email" box in the red box below.



5. When you have completed the settings in the settings form, the original form will reappear. Confirm that the settings are reflected in the red frame area and click "Copy link" to copy the link to the clipboard for viewing the video. Please use this link as the new URL for the video.

*If the old video URL is listed on manaba, the URL has been changed and must be rewritten to the new URL.



6. Set up sharing for all necessary video files and you are done.