



Ritchie County Middle School


MICROSOFT STREAM CHEAT SHEET

Step 1: Login to Office 365 on the Computer or iPad.

Step 2: Select the Stream icon  Stream from the waffle

Step 3: Select my content  My content  from the Stream toolbar located at the top of the screen

Step 4: Select Videos from the Drop down menu.

Step 5: Your most recent video will be the video at the top of the list. Click the Add to Group or Channel Tab  to add your video to the appropriate channel.

Step 6: Select Channels from the drop down Share with menu, and type your last name in the search bar. After hitting the search icon, it will bring up a list of your Channels. At this time, select your desired channel and hit save.