**Step 1:** Login to <u>https://web.microsoftstream.com</u> with your ulinkusername@louisville.edu and ulink password. Click on the **My Content** tab and **Videos**. Click the **pencil icon** next to your video.



**Step 2:** To share with the entire organization so anyone at UofL can watch, click on **"Allow everyone in your company to view this video"**. Then click **Apply.** To share with specific people, channels or groups of people select **People, Channels, or My Groups from the dropdown** and **type in the Search field**, select who you want to view the video. Then click **Apply.** 

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Step 3: Click the Share button to share a web link.

