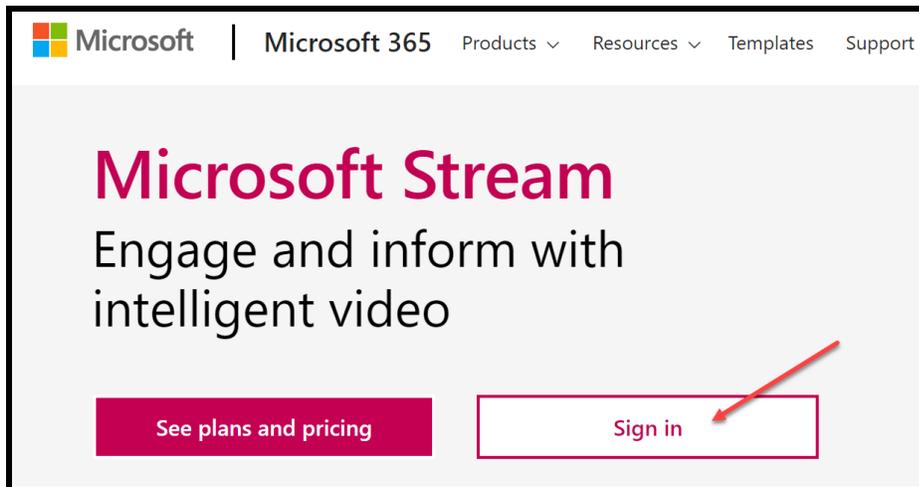


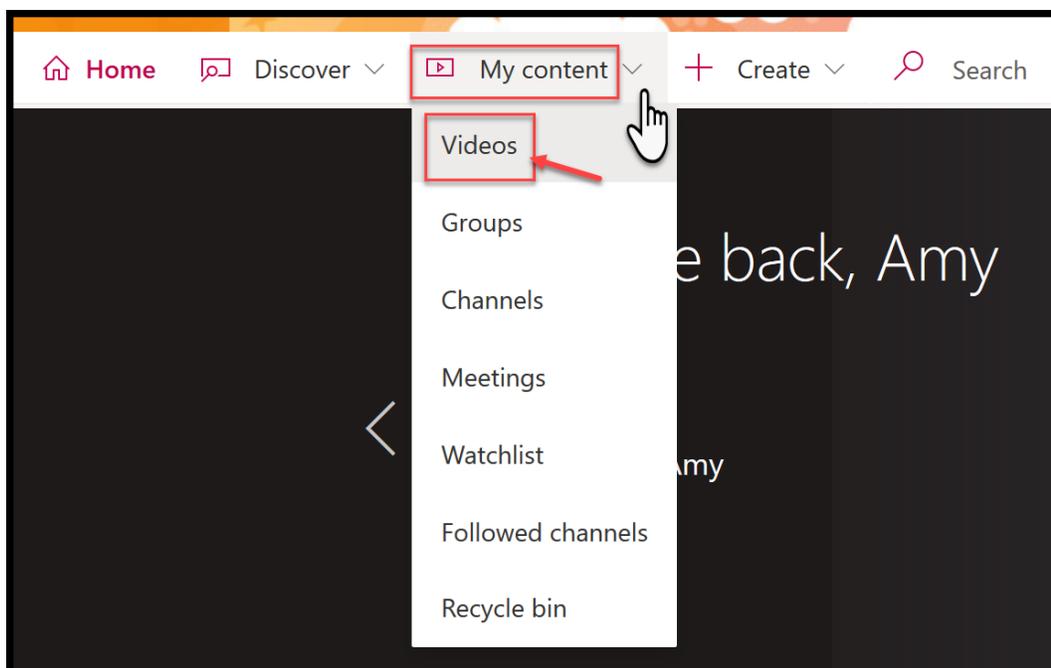
Manage TEAMS recordings in Microsoft Stream

- (1) Sign into Microsoft Stream account using your HC email address, followed by your NetID and password:

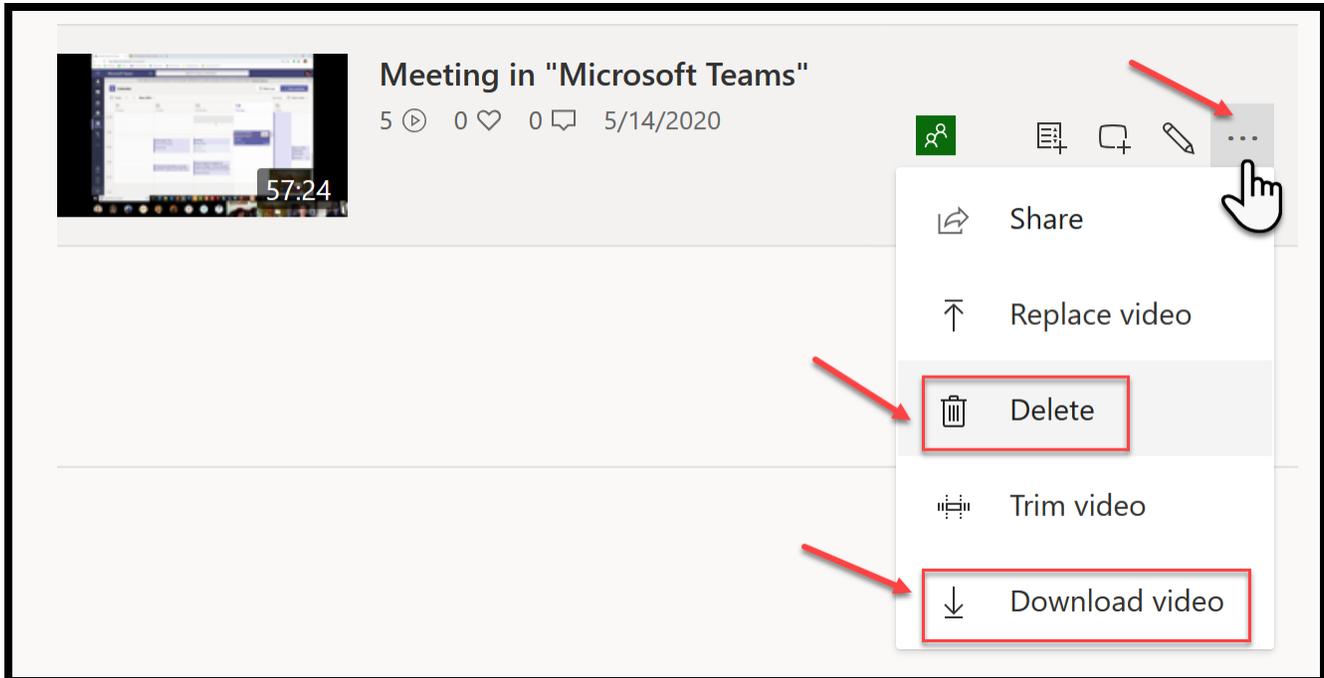
<https://www.microsoft.com/en-us/microsoft-365/microsoft-stream>



- (2) On the top under the “My content” tab, choose “Videos”:



(3) **Delete** the videos that you don't need anymore or **Download** the videos that you want to keep.



This will greatly help us release the College's Stream storage space.

Thank You very much in advance.

If you need any further help, please contact

eLearning Office

447-6364

elearning@helenacollege.edu

If you have technical issues with your MS Teams or Stream account, please contact

IT Department

447-6960

IT@helenacollege.edu