

## How to Upload a Video to Microsoft Stream and Generate a VTT File

This document shows how to upload a video onto Microsoft Stream and generate a VTT file to download. A VTT file documents subtitles with time stamps for a video. To follow these steps, you will need a computer, a Microsoft 365 account, and an internet connection.

**Step 1.** Log into your Pomona email. Go to the upper left corner and click on **App Launcher** next to where it says Outlook. See Figure 1. Then click on **Stream** or, if you do not see Stream listed, go to **All Apps** then use the search bar to type in 'Stream'. See Figure 2.

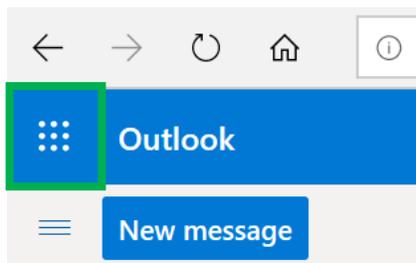


Figure 1

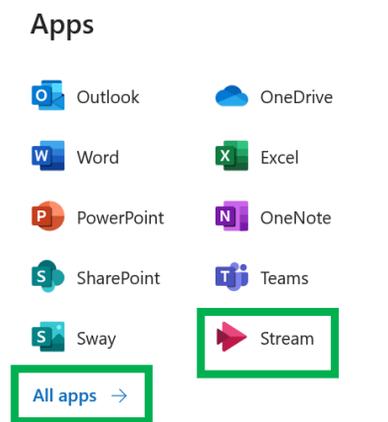


Figure 2

**Step 2.** Once you are on Stream, click on **Upload a video**. Note that you can also go to **Create > Upload Video** or to the **Upload** icon. See Figure 3.

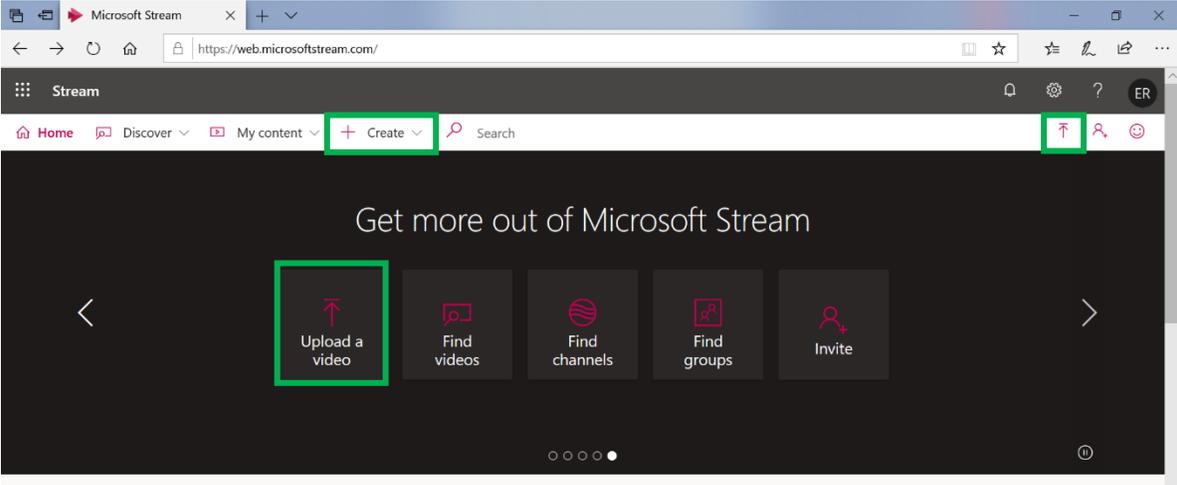


Figure 2

**Step 3.** Either your File Explorer will pop up or you will be asked to drag files/browse your File Explorer. Select the file(s) you wish to upload. Once you have selected your file(s), you will be taken to a page that looks like Figure 4. Fill out **Details** and adjust **Permissions** to your preference. Under options, make sure that you check to **Autogenerate a caption file** as shown in Figure 5. Then **Publish** your video.

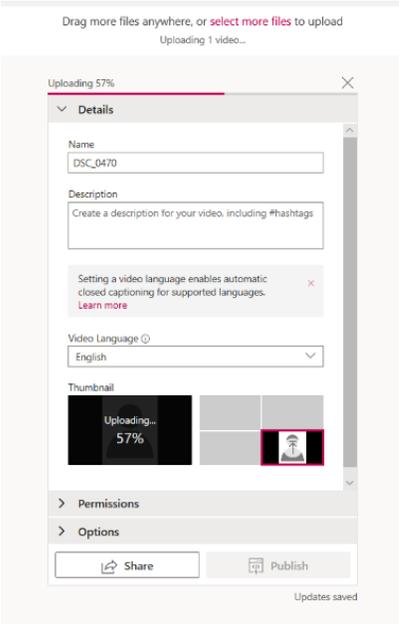


Figure 3

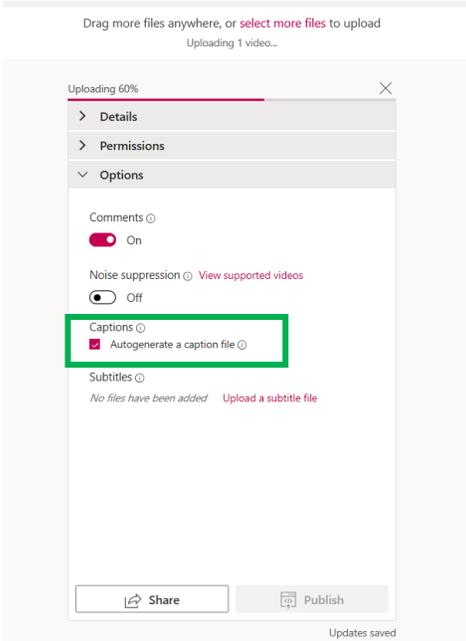


Figure 4

**Step 4.** Now that you have published your video go to **My Content > Videos** to view your uploaded video. See Figure 6.

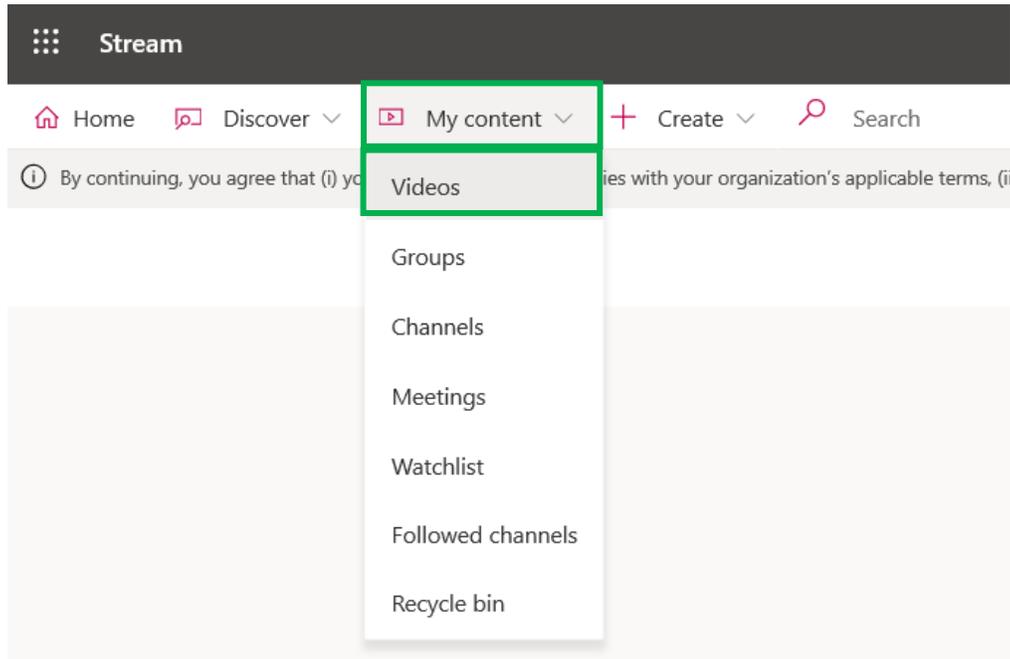


Figure 6

**Step 5.** Here you will see all your uploaded videos. Click on the title of your video to view it and its transcription. See Figure 7.

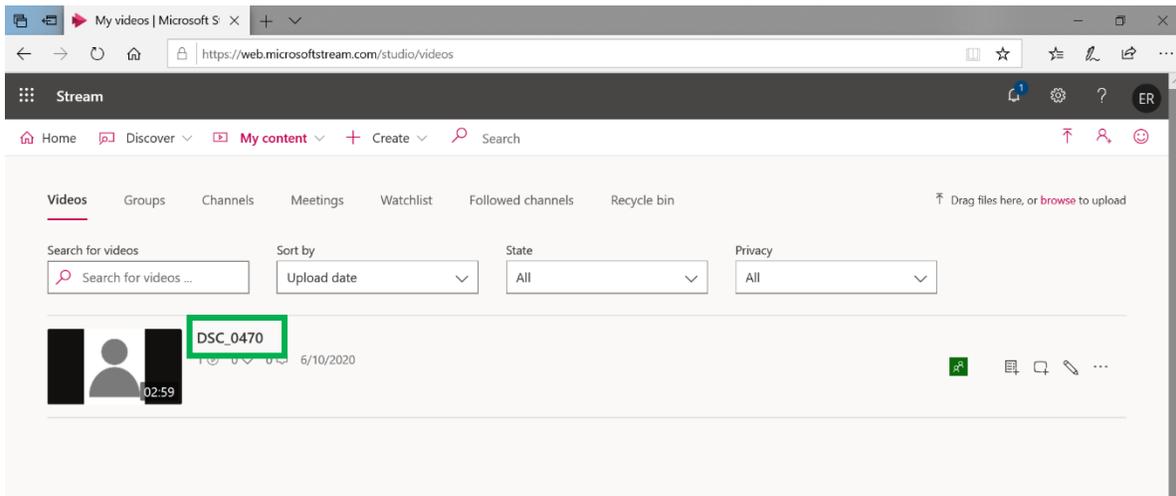


Figure 7

**Step 6.** Here you can check the transcript. It will take a while to generate the transcript depending on how long your video is, so you might see Figure 8. You might have to fix some of the transcriptions. Click on the **Edit** icon, which looks like a pencil. See Figure 9. Then click the line you want to edit. See Figure 10.

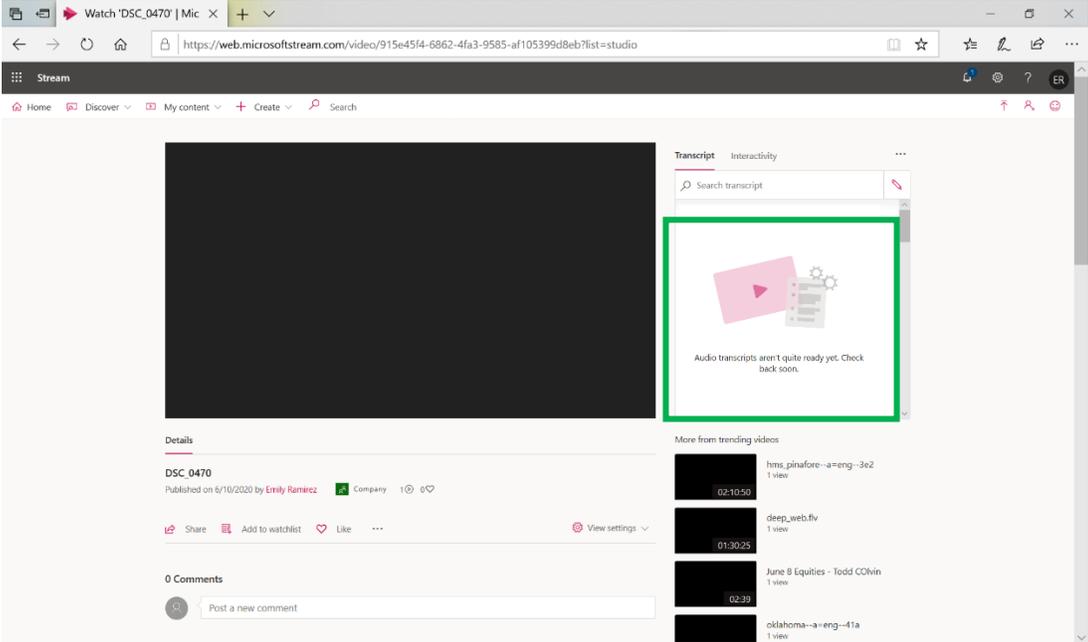


Figure 8

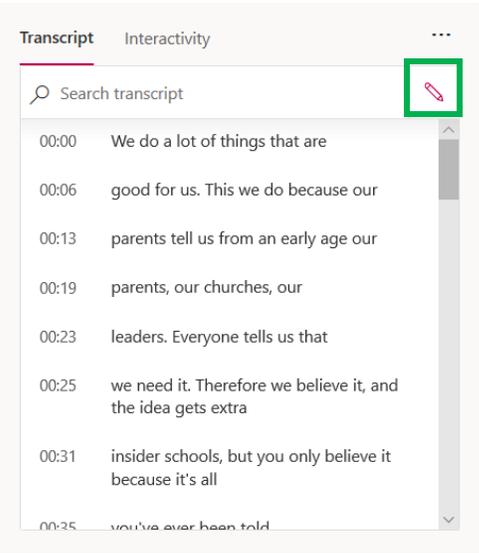


Figure 9

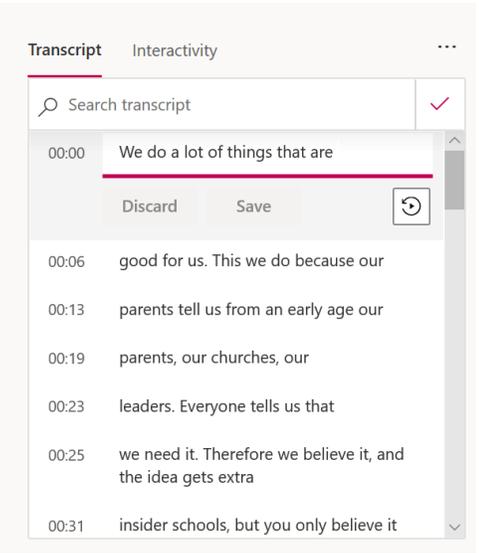


Figure 10

**Step 7.** Once your transcription is ready go back to **My Content > Videos**. Click on the **Update Video Details** icon, which looks like a pencil. See Figure 11.

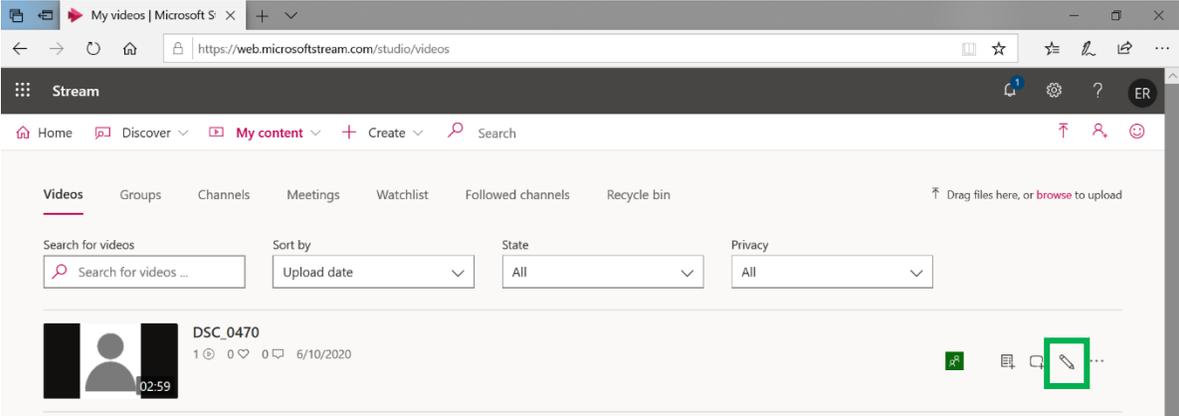


Figure 11

**Step 8.** Click **Download file** to download the VTT file of your video’s transcription. If you edited your transcription, the autogenerate a caption file will no longer be checked, but you will be able to download the transcription of your video with your edits. See Figure 12.

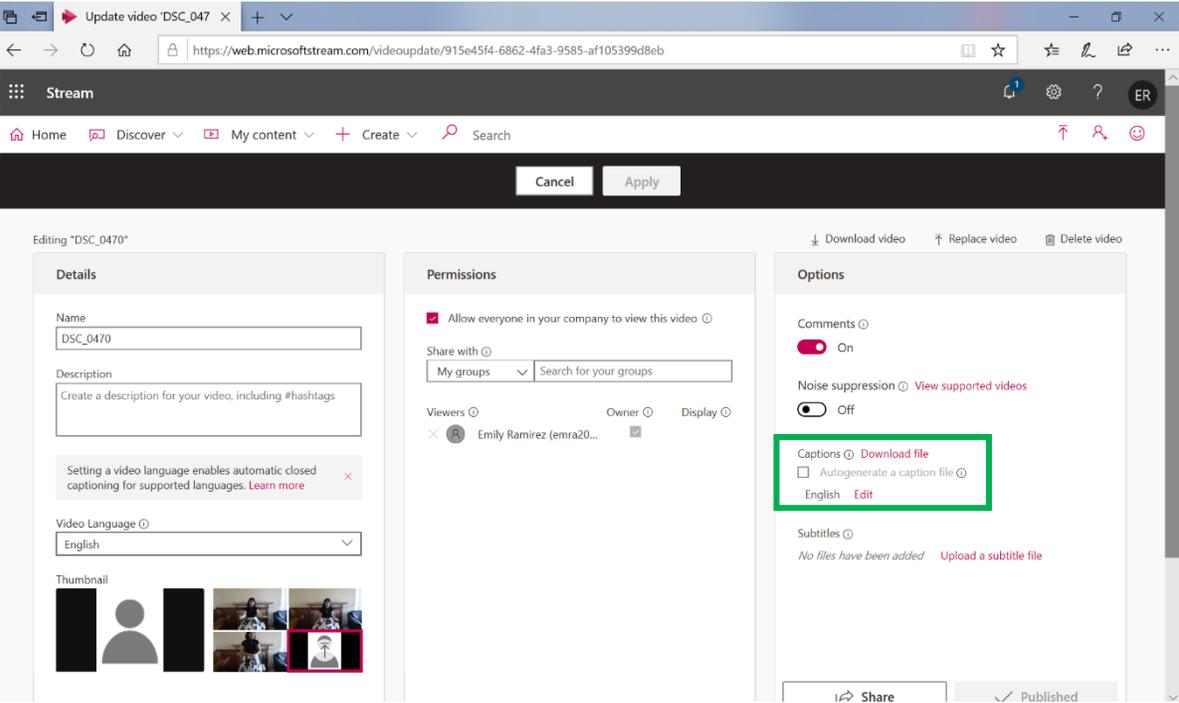


Figure 12