



Checklist - Best Practices in Microsoft Stream

Making videos available on Stream	
<ul style="list-style-type: none">• Clear title, speaking description & tags	<input type="checkbox"/>
<ul style="list-style-type: none">• Add to relevant channels & groups	<input type="checkbox"/>
<ul style="list-style-type: none">• Trim video	<input type="checkbox"/>
<ul style="list-style-type: none">• If applicable, attach Microsoft Forms file (e.g. survey, quiz, vote)	<input type="checkbox"/>
<ul style="list-style-type: none">• Update video details	
<ul style="list-style-type: none">- set the language of video	<input type="checkbox"/>
<ul style="list-style-type: none">- activate subtitles	<input type="checkbox"/>
<ul style="list-style-type: none">- assign permissions	<input type="checkbox"/>
<ul style="list-style-type: none">- publish	<input type="checkbox"/>
<ul style="list-style-type: none">• edit transcript and correct serious mistakes (e.g. company name)	<input type="checkbox"/>
Consuming Stream	
<ul style="list-style-type: none">• Follow relevant channels and groups	<input type="checkbox"/>
<ul style="list-style-type: none">• Adjust notification settings	<input type="checkbox"/>
<ul style="list-style-type: none">• If using the transcript, activate automatic scrolling	<input type="checkbox"/>
<ul style="list-style-type: none">• Share, like, comment	<input type="checkbox"/>

Information and Best Practices regarding **live events** can be found in our article series “Live Events”.
[Click here for the first part.](#)