# Changing Video Permissions in Microsoft Teams

This training documentation highlights the process of changing MS Teams video permissions. Please contact ITTraining@liberty.edu for technical assistance.
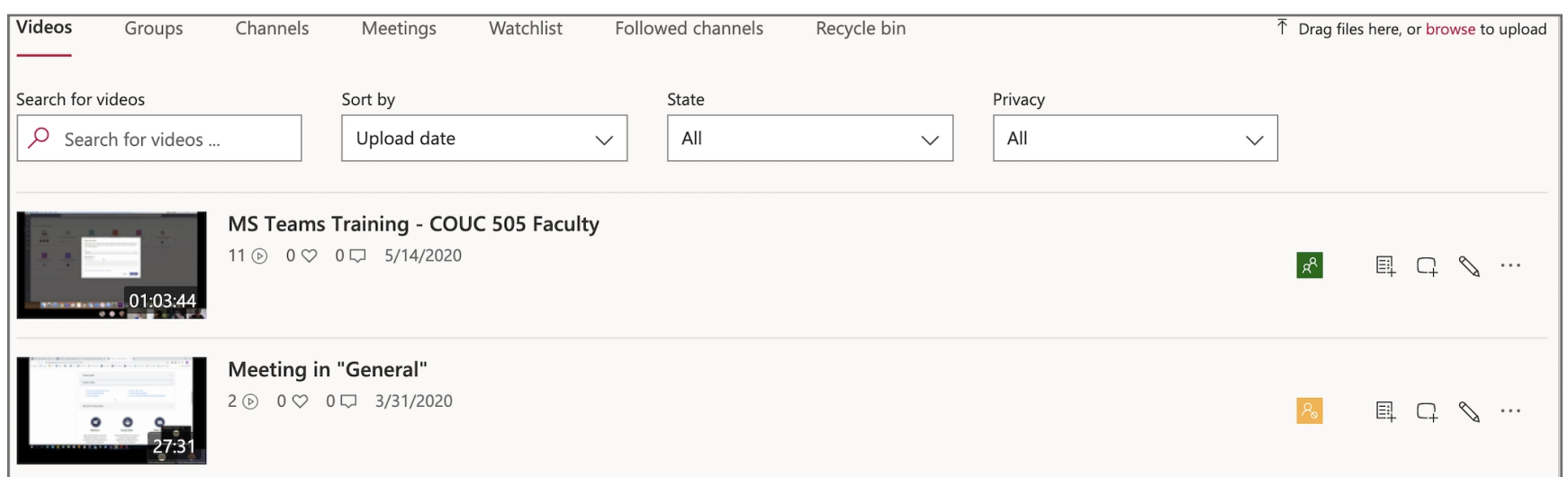
To change video permissions in Microsoft Teams:

Step 1: Navigate to **web.microsoftstream.com** and sign in with your Liberty University email address and password.
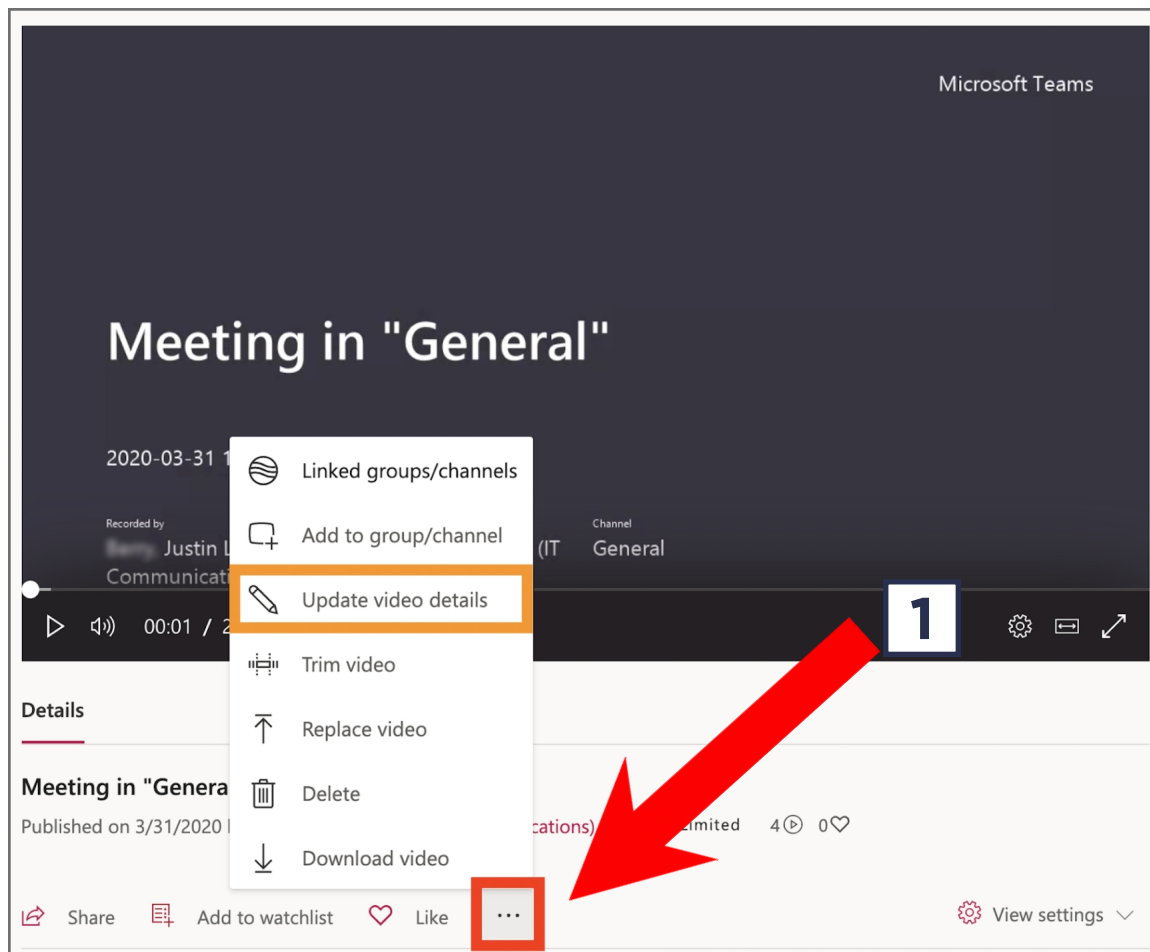
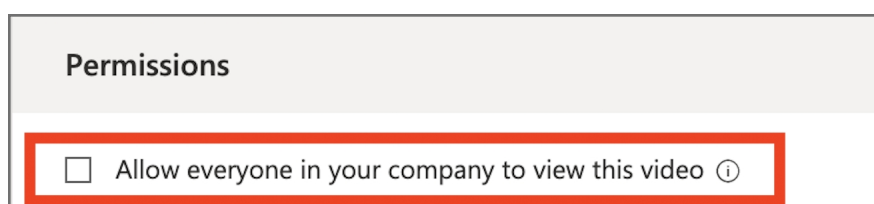**Step 2:** Click **My Content** (red box) in the toolbar, then click **Videos** (orange box).
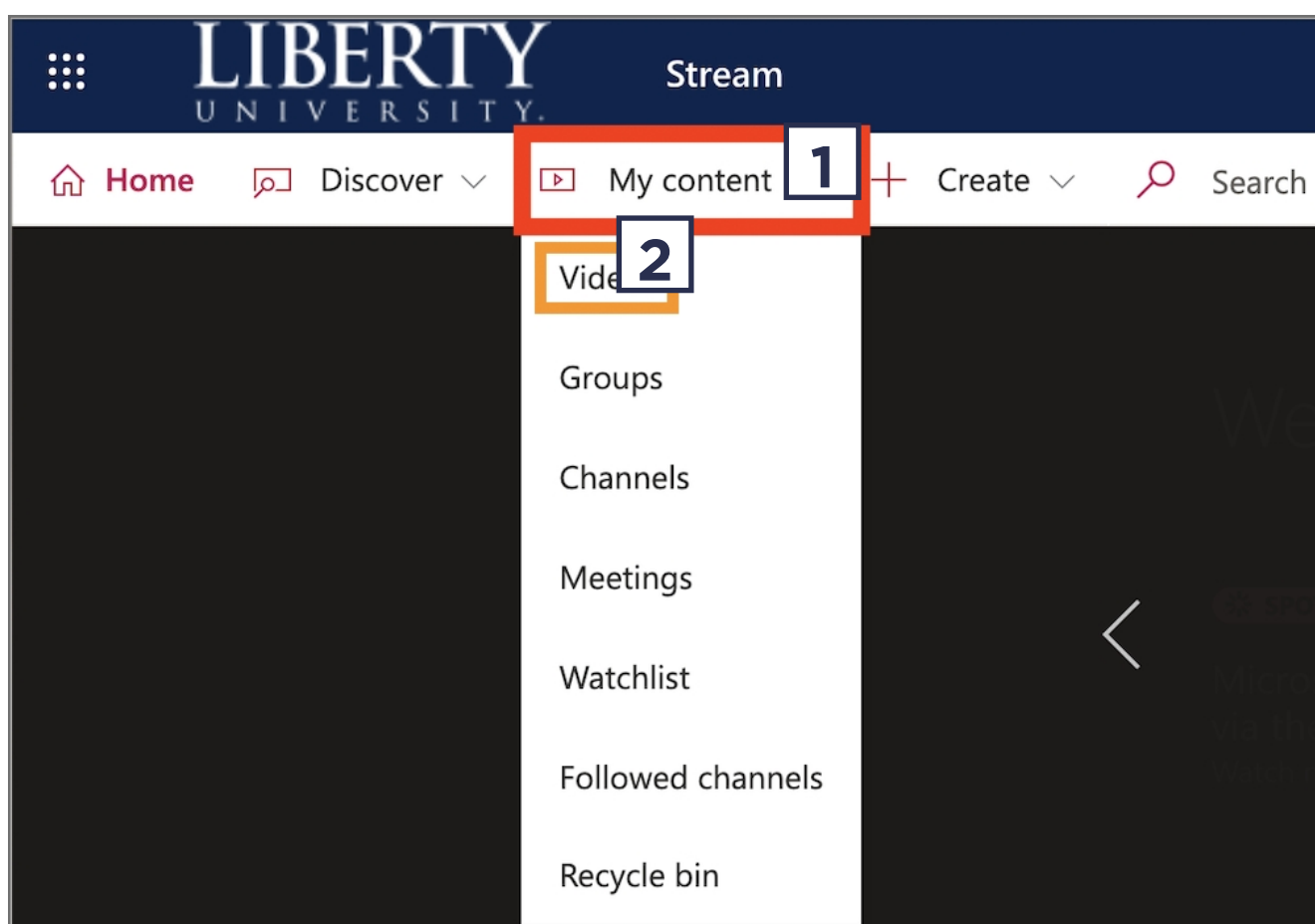
Step 3: Locate your video in the library below, then click to open.

Step 4:   Click **More Actions** (red box), then click **Update Video Details** (orange box).

Step 5:   Uncheck the **Allow everyone in your company to view this video** box; videos should *not* be shared with everyone.

Step 6:   If you need to share your video with others, click the dropdown located in the **Share With** section and search by **Groups**, **Channels** or **People**.