**HOW TO LIVE STREAM USING OFFICE 365 STREAM AND OBS**

**Software Needed**:

1. OBS - download at obsproject.com
2. Microsoft Office Stream

**Hardware Needed**: Windows or Mac computer with audio and video (or external webcam and microphone)

**One Time Setup:**

1. Create a Channel in Microsoft Office Stream
   1. In the Stream navigation bar, go to Create > Create a channel.
   2. In the Create Channel page, type a unique name and description for your channel.
   3. Make sure you choose Companywide Channel for Channel AccessGraphical user interface, application

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2. Download OBS software from obsproject.com

**Procedure:**

1. Log in to Office 365 and access the Stream app. Click All Apps if you don’t see it.
2. Click + next to Create and then Live Event.

Graphical user interface, text, application, chat or text message

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1. Enter a unique name.
2. Next to Start Event – Choose As soon as encoder is connected (now)Graphical user interface, application

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3. Under Permissions
   1. Share with – select Channels
   2. Search for and select your channels

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1. Under Options – turn off Comments and Autogenerate captions

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1. Click Publish.

Graphical user interface

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1. Click Start Setup on the bottom right of the video screenGraphical user interface, text, application

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2. Scroll down until you see the Server ingest URL. Click Copy.

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1. Go to OBS.
2. Click on Settings on the bottom right.

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1. Click on Stream in the left hand menu.

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1. Paste the URL code you copied from Stream in the box called Server.
2. Enter the stream key: 192837465. You only need to enter this the very first time you set up a live stream.Graphical user interface, text

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3. Click OK.
4. Under Sources, click the + and select Video Capture.

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1. Click Start Streaming in the right-hand menu.

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1. Once it has connected (you will see Stop Streaming as an option), go back to Stream.
2. Wait until you see You’re ready to go live. Once you see this, click Start event. It will take up to a minute until you see this message so be patient.

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1. Go back to OBS so you can see the live video streaming.
2. When your live stream is over, in OBS click Stop Streaming.

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1. Go back to Stream and click End event.

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1. Trim your video if necessary.
2. Your live stream will now appear in your channel.

Note: there is about a minute delay between what you are streaming and what others are viewing in Stream.