

Kaltura Video Extension for Microsoft Teams User Guide

This guide is intended for users of the Kaltura Video Extension for Microsoft Teams.

The following documentation is available for information about Kaltura Video Extension for Microsoft Teams:

- Kaltura Video Extension for Microsoft Teams Setup Guide
- Kaltura Video Extension for Microsoft Teams KAF Admin Guide
- Kaltura Video Extension for Microsoft Teams Release Notes

Section 1 Overview of the Kaltura Video Extension for Microsoft Teams

About the Kaltura Tools

Section 2 Interacting with Media

- My Media Upload/Add Media
 - Upload Media From Your Desktop
 - Express Capture
 - Create Media Using Your Webcam Recorder and/or Microphone
 - Keyboard Shortcuts
 - YouTube Entries
 - Add Media From YouTube
 - Replace a YouTube Link
 - Analytics for YouTube Entries
 - Kaltura Capture
 - Kaltura Capture Workflow
 - Documentation Guides
 - Video Quiz
 - Searching for Media with Quizzes
 - Creating and Editing Video Quizzes
 - How to Take a Ouiz
 - Quiz Reporting and Analytics
 - View Media
 - Refresh My Media



- Media Comments
 - Comment On a Media Item
 - Display Comments
 - Reply To a Comment
 - Delete a Comment

Section 3 KAF Search Functionality

- How to Read the Media Search Results
- Show More
- Search Filters
- Keywords and Filters Logic

Section 4 Managing Your Media

- Access the Edit Media Page
- Edit Media Metadata
- Schedule Media
- Enable Clipping, Disable Comments, and Close Discussion
- Change Media Owner and Add Collaborator
- Set and Modify Thumbnails
- Download Media
- Upload and Manage Captions
- Add Attachments
- Manage Chapters and Slides Via the Timeline Tab
- Replace Media
- Customize the Entry Display
- Delete the Entry
- Launch the Editor

Section 5 Entry Level Analytics

- Access Entry Level Analytics
- Overview
- Views on Playback
- User Engagement
- User Engagement Heatmap
- Metrics Over Time
- Engagement Funnel



- Top Countries
- Devices Overview
- Top Domains

Section 6 Sharing Media

- Share a Link to a Media Page
- Embed a Media Item

Section 7 Media Gallery

- Add Media Window
- Manage a Media Gallery
- Creating and Adding Media to a Playlist
- Playlist Details
- Managing Playlists

Section 8 Publishing Media

- Publishing Media from the My Media Page
- Publishing Media from the Media Gallery

Section 9 Channel/Course Analytics

Section 10 Embed Media through Rich-Text Editor

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