

Kaltura Video Extension for Microsoft Teams Administrator's Guide

Pre-requisites

The information in this guide assumes that the Kaltura Video Extension for Microsoft Teams software has been installed and configured on your system by a Kaltura administrator.

If the extension has not been installed, contact your Kaltura representative to create a KAF instance for you and provide you with the URL.

Getting Started

To get started you will need a KAF instance to integrate the Kaltura Video Extension with Microsoft Teams.

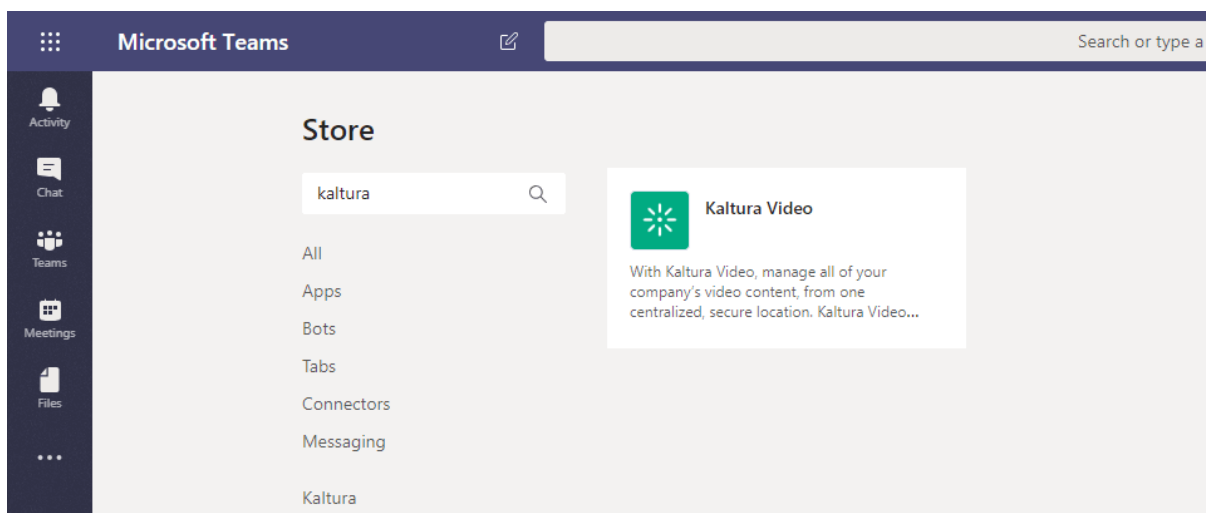
- [Install the Application](#)
- [Authenticate](#)

Install the Application


You can install the Kaltura Video Extension for Microsoft Teams from the Personal tab or from the Channel tab.

From the Personal Tab

1. Go to the Personal Tab (3 dots tab).
2. Select Go to Store.



3. Select Upload a Custom app and select Upload for me or my teams or Upload for Kaltura.
4. Select the installation file and click Open.
5. Click on Kaltura in the Store menu.
6. Click on the Kaltura Video app and set the configuration options.




Kaltura Video

With Kaltura Video, manage all of your company's video content, from one centralized, secure location. Kaltura Video allows users to:...

×


Add for you Yes

▾ View features

 Keep track of important content and info

Add to a team Yes

▾ View features Select a team

 Pin content and services at the top of a channel

About

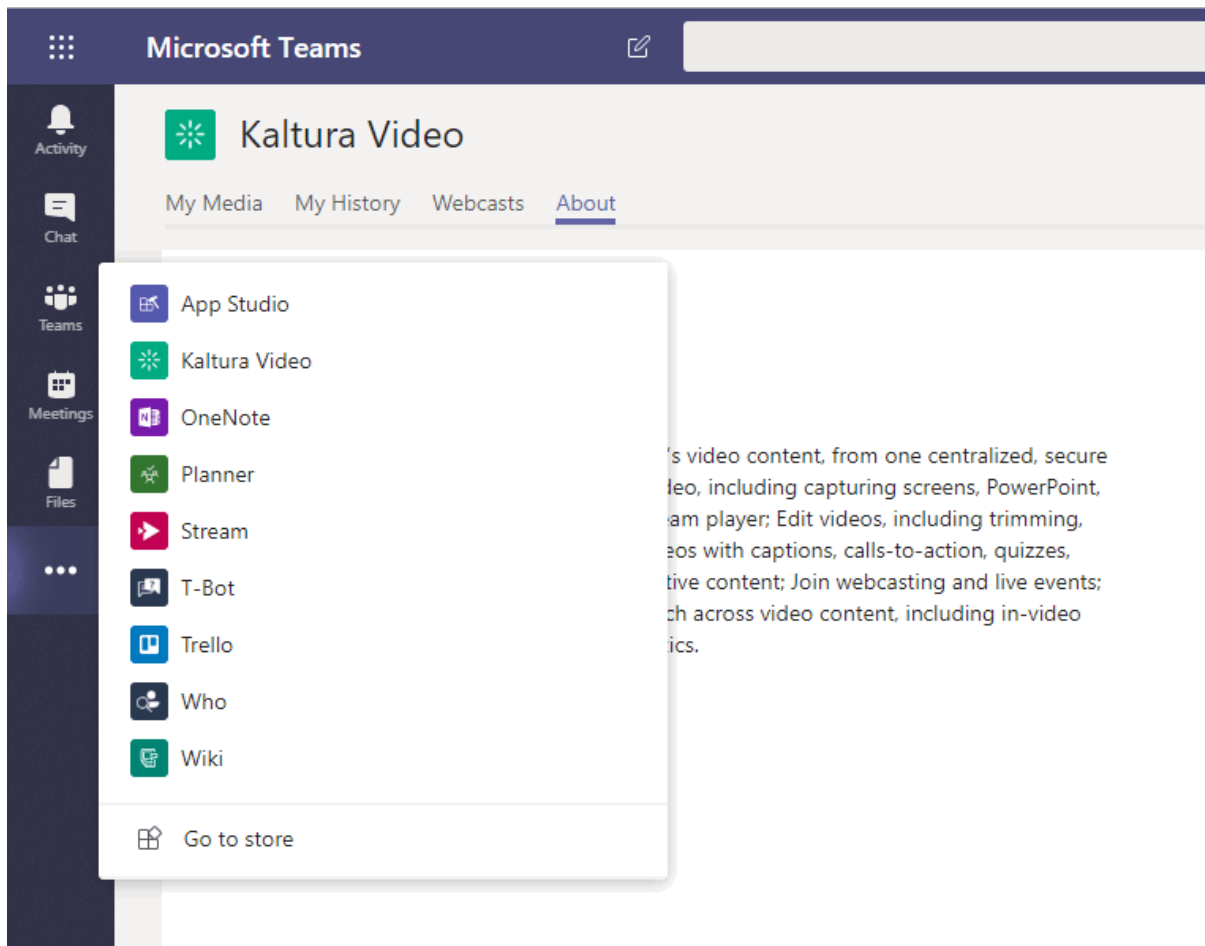
▸ View more

Privacy and permissions

▸ By using Kaltura Video, you accept its [privacy policy](#) and [terms of use](#):

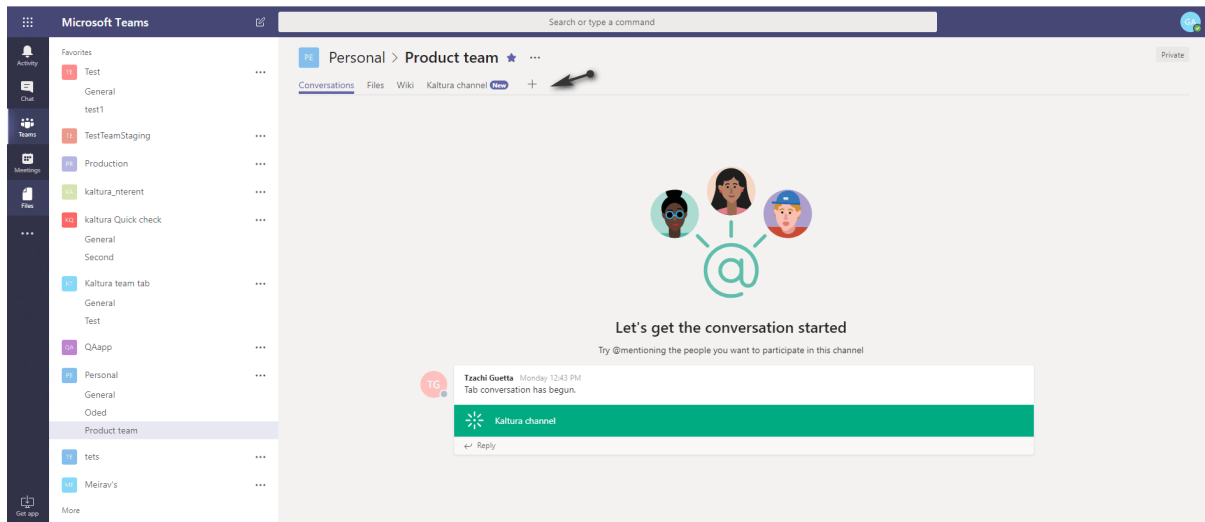
Install

7. Click Install to install the application.
Kaltura Video appears in the Personal Tab.



From the Channel Tab

1. Go to the Teams tab.
2. Select a Team and click the Plus sign.



3. Search for Kaltura Video and select the application.

Add a tab ×

Turn your favorite apps and files into tabs at the top of the channel.

kaltura ×

Tabs for your team



Kaltura Vid...

The About window is displayed.

Kaltura Video About ×



With Kaltura Video, manage all of your company's video content, from one centralized, secure location. Kaltura Video allows users to: Create video, including capturing screens, PowerPoint, and multiple cameras in an interactive, multi-stream player; Edit videos, including trimming, clipping, and customizing thumbnails; Enrich videos with captions, calls-to-action, quizzes, advanced metadata, slides, chapters, and interactive content; Join webcasting and live events; Share, like, and comment on video content; Search across video content, including in-video search; Analyze viewer behavior and video statistics.

[Learn more](#)



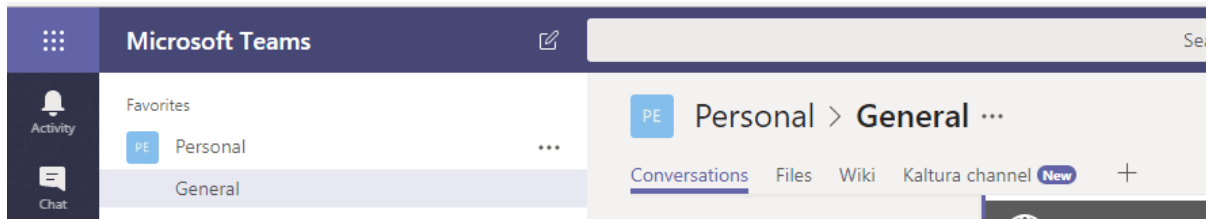
Post to the channel about this tab

Back

Save

4. Click Save to add the Kaltura Video Extension for Microsoft Teams.

The Kaltura Video Extension for Microsoft Teams is added to the selected Team. You will need to authenticate to display media.



Authentication Flow

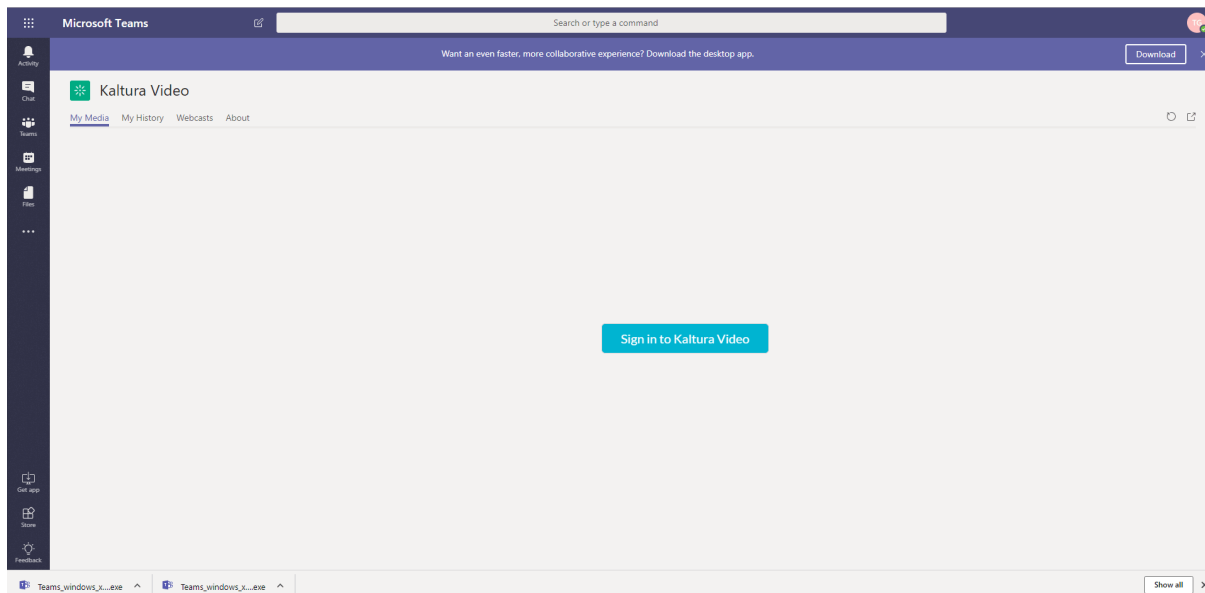
After you install the Kaltura Video Extension for Microsoft Teams and the Microsoft Teams configuration pages are configured, you will need to link the Teams Tenant ID to the KAF URI (the KAF instance that was created specifically for the you in Kaltura) through the Kaltura Sign In screen. The Tenant ID is automatically created for you and is displayed in the Tenant ID field. Authentication is a one-time process and requires administrator permissions. You can authenticate either through the Personal tab or the Team tab after you install the application.

To link your Kaltura account to Teams

1. Enter the Tenant ID.
2. Enter the Partner ID.
3. Enter the Instance URI. (KAF instance)
4. Enter the KMC User ID and the KMC Password.
5. Click Sign In.

A screenshot of the 'Kaltura Sign In' screen. The page title is 'Kaltura Sign In' and it includes a sub-header: 'Link your Kaltura account to Teams. This app requires administrator permissions'. Below this, there are six input fields: 'Tenant ID', 'Partner ID', 'Instance Uri', 'KMC User ID', and 'Password'. A blue 'Sign In' button is located at the bottom. A link at the bottom reads: 'Don't have a Kaltura account? [click here to get started](#)'.

After you authenticate, the following Sign in screen is displayed when you open the application.



6. Click Sign in to Kaltura Video. My Media is displayed as the default tab.

The Kaltura Video Extension for Microsoft Teams includes the following Kaltura Application Framework features:

- Personal Tab
 - My Media
 - My History
 - Webcasts page
 - About Page
- Channel Tab
 - Media Gallery

See the [Kaltura Video Extension for Microsoft Teams User Guide](#) for more information.