

Kaltura Video Extension for Microsoft Teams User Guide

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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 Quiz
 - 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