

# 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](https://knowledge.kaltura.com/help/kaltura-video-extension-for-microsoft-teams-setup-guide-d11a542) (https://knowledge.kaltura.com/help/kaltura-video-extension-for-microsoft-teams-setup-guide-d11a542)
- [Kaltura Video Extension for Microsoft Teams - KAF Admin Guide](https://knowledge.kaltura.com/help/kaltura-video-extension-for-microsoft-teams-kaf-admin-guide-f31ad76) (https://knowledge.kaltura.com/help/kaltura-video-extension-for-microsoft-teams-kaf-admin-guide-f31ad76)
- [Kaltura Video Extension for Microsoft Teams - Release Notes](https://knowledge.kaltura.com/help/release-notes-for-kaltura-video-extension-for-microsoft-teams) (https://knowledge.kaltura.com/help/release-notes-for-kaltura-video-extension-for-microsoft-teams)

Section 1 Overview of the Kaltura Video Extension for Microsoft Teams (https://knowledge.kaltura.com/help/overview-of-the-kaltura-video-extension-for-microsoft-teams)

- [About the Kaltura Tools](https://knowledge.kaltura.com/help/about-the-kaltura-kaf-tools) (https://knowledge.kaltura.com/help/about-the-kaltura-kaf-tools)

Section 2 Interacting with Media

- [My Media - Upload/Add Media](https://knowledge.kaltura.com/help/my-media---uploadadd-media) (https://knowledge.kaltura.com/help/my-media---uploadadd-media)
  - [Upload Media From Your Desktop](https://knowledge.kaltura.com/help/uploadadd-media-from-your-desktop) (https://knowledge.kaltura.com/help/uploadadd-media-from-your-desktop)
  - [Express Capture](https://knowledge.kaltura.com/help/kaltura-express-capture) (https://knowledge.kaltura.com/help/kaltura-express-capture)
    - [Create Media Using Your Webcam Recorder and/or Microphone](https://knowledge.kaltura.com/help/kaltura-express-capture#create) (https://knowledge.kaltura.com/help/kaltura-express-capture#create)
    - [Keyboard Shortcuts](https://knowledge.kaltura.com/help/kaltura-express-capture#keyboard_shortcut) (https://knowledge.kaltura.com/help/kaltura-express-capture#keyboard\_shortcut)
  - [YouTube Entries](https://knowledge.kaltura.com/help/add-media-from-youtube) (https://knowledge.kaltura.com/help/add-media-from-youtube)
    - [Add Media From YouTube](https://knowledge.kaltura.com/help/add-media-from-youtube#add) (https://knowledge.kaltura.com/help/add-media-from-youtube#add)
    - [Replace a YouTube Link](https://knowledge.kaltura.com/help/add-media-from-youtube#replace) (https://knowledge.kaltura.com/help/add-media-from-youtube#replace)
    - [Analytics for YouTube Entries](https://knowledge.kaltura.com/help/add-media-from-youtube#analytics) (https://knowledge.kaltura.com/help/add-media-from-youtube#analytics)
  - [Kaltura Capture](https://knowledge.kaltura.com/help/kaltura-capture-overview) (https://knowledge.kaltura.com/help/kaltura-capture-overview)
    - [Kaltura Capture Workflow](https://knowledge.kaltura.com/help/kaltura-capture-overview#workflow) (https://knowledge.kaltura.com/help/kaltura-capture-overview#workflow)
    - [Documentation Guides](https://knowledge.kaltura.com/help/kaltura-capture-overview#documentationguides) (https://knowledge.kaltura.com/help/kaltura-capture-overview#documentationguides)
  - [Video Quiz](https://knowledge.kaltura.com/help/kaltura-video-quiz) (https://knowledge.kaltura.com/help/kaltura-video-quiz)
    - [Searching for Media with Quizzes](https://knowledge.kaltura.com/help/searching-for-media-with-quizzes) (https://knowledge.kaltura.com/help/searching-for-media-with-quizzes)
    - [Creating and Editing Video Quizzes](https://knowledge.kaltura.com/help/kaltura-video-editing-tools-quiz-tab) (https://knowledge.kaltura.com/help/kaltura-video-editing-tools-quiz-tab)
    - [How to Take a Quiz](https://knowledge.kaltura.com/help/kaltura-video-quizzes---how-to-take-a-quiz) (https://knowledge.kaltura.com/help/kaltura-video-quizzes---how-to-take-a-quiz)
    - [Quiz Reporting and Analytics](https://knowledge.kaltura.com/help/quiz-reporting-and-analytics) (https://knowledge.kaltura.com/help/quiz-reporting-and-analytics)
- [View Media](https://knowledge.kaltura.com/help/media-entry-page) (https://knowledge.kaltura.com/help/media-entry-page)

- Refresh My Media (<https://knowledge.kaltura.com/help/refresh-media>)
- Media Comments
  - Comment On a Media Item (<https://knowledge.kaltura.com/help/media-comments#comment>)
  - Display Comments (<https://knowledge.kaltura.com/help/media-comments#display>)
  - Reply To a Comment (<https://knowledge.kaltura.com/help/media-comments#reply>)
  - Delete a Comment (<https://knowledge.kaltura.com/help/media-comments#delete>)

### Section 3 KAF Search Functionality (<https://knowledge.kaltura.com/help/kaf-search-functionality>)

- How to Read the Media Search Results (<https://knowledge.kaltura.com/help/how-to-read-the-media-search-results>)
- Show More (<https://knowledge.kaltura.com/help/how-to-read-the-media-search-results#showmore>)
- Search Filters (<https://knowledge.kaltura.com/help/how-to-read-the-media-search-results#searchfilters>)
- Keywords and Filters Logic (<https://knowledge.kaltura.com/help/how-to-read-the-media-search-results#keywords>)

### Section 4 Managing Your Media

- Access the Edit Media Page (<https://knowledge.kaltura.com/help/managing-media-editing-entries#access>)
- Edit Media Metadata (<https://knowledge.kaltura.com/help/edit-media-metadata>)
- Schedule Media (<https://knowledge.kaltura.com/help/schedule-media>)
- Enable Clipping, Disable Comments, and Close Discussion (<https://knowledge.kaltura.com/help/enable-clipping-disable-comments-and-close-discussion>)
- Change Media Owner and Add Collaborator (<https://knowledge.kaltura.com/help/change-media-owner-and-add-collaborator>)
- Set and Modify Thumbnails (<https://knowledge.kaltura.com/help/set-and-modify-thumbnails>)
- Download Media (<https://knowledge.kaltura.com/help/workflows-bd8d19d-download-media>)
- Upload and Manage Captions (<https://knowledge.kaltura.com/help/upload-and-manage-captions>)
- Add Attachments (<https://knowledge.kaltura.com/help/adding-attachments-to-media-in-kaltura-mediaspace-and-kaf-applications>)
- Manage Chapters and Slides Via the Timeline Tab (<https://knowledge.kaltura.com/help/manage-chapters-and-slides>)
- Replace Media (<https://knowledge.kaltura.com/help/replace-media>)
- Customize the Entry Display (<https://knowledge.kaltura.com/help/customize-entry-display>)
- Delete the Entry (<https://knowledge.kaltura.com/help/delete-entry>)
- Launch the Editor (<https://knowledge.kaltura.com/help/kaltura-video-editing-tools---user-guide>)

### Section 5 Entry Level Analytics (<https://knowledge.kaltura.com/help/entry-level-analytics-kms-kaf>)

- Access Entry Level Analytics (<https://knowledge.kaltura.com/help/entry-level-analytics#accessKMS>)
- Overview (<https://knowledge.kaltura.com/help/entry-level-analytics#overview>)
- Views on Playback ([https://knowledge.kaltura.com/help/entry-level-analytics#views\\_timeline](https://knowledge.kaltura.com/help/entry-level-analytics#views_timeline))
- User Engagement ([https://knowledge.kaltura.com/help/entry-level-analytics#user\\_engagement](https://knowledge.kaltura.com/help/entry-level-analytics#user_engagement))
- User Engagement Heatmap ([https://knowledge.kaltura.com/help/entry-level-analytics#user\\_engagement\\_heatmap](https://knowledge.kaltura.com/help/entry-level-analytics#user_engagement_heatmap))
- Metrics Over Time ([https://knowledge.kaltura.com/help/entry-level-analytics#metrics\\_over\\_time](https://knowledge.kaltura.com/help/entry-level-analytics#metrics_over_time))
- Engagement Funnel ([https://knowledge.kaltura.com/help/entry-level-analytics#engagement\\_funnel](https://knowledge.kaltura.com/help/entry-level-analytics#engagement_funnel))
- Top Countries ([https://knowledge.kaltura.com/help/entry-level-analytics#top\\_countries](https://knowledge.kaltura.com/help/entry-level-analytics#top_countries))
- Devices Overview ([https://knowledge.kaltura.com/help/entry-level-analytics#devices\\_overview](https://knowledge.kaltura.com/help/entry-level-analytics#devices_overview))
- Top Domains ([https://knowledge.kaltura.com/help/entry-level-analytics#top\\_domains](https://knowledge.kaltura.com/help/entry-level-analytics#top_domains))

### Section 6 Sharing Media (<https://knowledge.kaltura.com/help/sharing-and-embedding-media>)



- [Share a Link to a Media Page](https://knowledge.kaltura.com/help/sharing-and-embedding-media#share) (https://knowledge.kaltura.com/help/sharing-and-embedding-media#share)
- [Embed a Media Item](https://knowledge.kaltura.com/help/sharing-and-embedding-media#embed) (https://knowledge.kaltura.com/help/sharing-and-embedding-media#embed)

#### Section 7 Media Gallery (<https://knowledge.kaltura.com/help/my-channels-media-gallery#mediagallery>)

- [Add Media Window](https://knowledge.kaltura.com/help/kaltura-media-gallery-add-media-window) (https://knowledge.kaltura.com/help/kaltura-media-gallery-add-media-window)
- [Manage a Media Gallery](https://knowledge.kaltura.com/help/managing-a-media-gallery) (https://knowledge.kaltura.com/help/managing-a-media-gallery)
- [Creating and Adding Media to a Playlist](https://knowledge.kaltura.com/help/create-and-add-media-to-a-playlist#mediagallery) (https://knowledge.kaltura.com/help/create-and-add-media-to-a-playlist#mediagallery)
- [Playlist Details](https://knowledge.kaltura.com/help/playlist-details-page#mediagallery) (https://knowledge.kaltura.com/help/playlist-details-page#mediagallery)
- [Managing Playlists](https://knowledge.kaltura.com/help/manage-playlists) (https://knowledge.kaltura.com/help/manage-playlists)

#### Section 8 Publishing Media (<https://knowledge.kaltura.com/help/publishing-media>)

- [Publishing Media from the My Media Page](https://knowledge.kaltura.com/help/publishing-media#mymedia) (https://knowledge.kaltura.com/help/publishing-media#mymedia)
- [Publishing Media from the Media Gallery](https://knowledge.kaltura.com/help/publishing-media#mediagallery) (https://knowledge.kaltura.com/help/publishing-media#mediagallery)

#### Section 9 Channel/Course Analytics (<https://knowledge.kaltura.com/help/channel-analytics>)

#### Section 10 Embed Media through Rich-Text Editor (<https://knowledge.kaltura.com/help/using-the-kaltura-browse-search-and-embed-bse-feature>)