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Abstract

Manage and Use Your Brightcove Video Assets Within Microsoft Teams!

Brightcove Teams connector

User Guide

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# Installing Brightcove Video Connect for Teams

The Brightcove Video Connector for Microsoft Teams (Video Connector) can be installed one of two ways: Manually, as a Teams custom app, or (soon-to-come) via the App Store.

## Pre-requisites

* Microsoft Teams
* “Owner” permissions on the Teams location you are installing the Video Connector to

## Manual (Custom app) Install

To install the Video Connector manually (Custom App install in Teams),

1. Download the latest release of the Video Connector manifest package from the GitHub repository here: [Releases · Oceanswave/brightcove-teams-connector (github.com)](https://github.com/Oceanswave/brightcove-teams-connector/releases) and save it to your local computer
2. Open Microsoft Teams, and open the Team where you want to install the connector
3. Select the “More Options” menu

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1. Click the “Manage Team” menu item (**note**: you must have Owner permissions on this Teams location to see the menu item mentioned – see pre-requisites section above)

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1. Select the “Apps” tab

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1. Click the “Upload a custom app” link at the bottom of the apps page

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1. Navigate to the location of the Connector manifest (that you previously downloaded)
2. Select it and click the “Open” button

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1. Click “Add” on the Brightcove Video Connect modal window that is displayed

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1. The Video Connector app should be installed and you should now see it in the list of available apps for that Team as shown below

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1. You can use the connector as explained in other sections below

## Install From Microsoft App Store

{This capability is currently being provisioned and the documentation will be updated once in place}

# Add Brightcove Media Asset Manager to Teams

You must first install the Video Connector to the Team you want to add the media manager to. Follow the install guide as outlined in previous section of the documentation if you have not already done so.

1. In Microsoft Teams, open the Team that already has the video connector app installed
2. Open the Team Channel you want to install the media manager to
3. Click the “Add Tab” menu option

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1. Select the *Brightcove Video Connect* app from the “Add a tab” modal window

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1. In the Configuration modal window, under *Brightcove Account* click “New” to add an account to the connector (or select one from the drop-down if you have previously used the connector on another Team on this Teams environment before)
2. If adding a new Brightcove Account (if you clicked “New” in the previous step) fill out the form with your Brightcove Account ID, API Access Key Id (Client Key) and API Secret Access Key as shown. Click “Save Account and Continue”

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1. In the configuration window, under “Connector Tab Mode” select the “Brightcove Asset Manager” from the dropdown options

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1. Click “Save”

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1. The Brightcove Asset Manager should now appear on your newly created tab as shown below

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# Manage Video Assets, Playlists and Experiences in the Media Manager

After you have added the Media Manager to your Team as explained in the previous section, you may add and manage videos add and manage playlists and manage experiences from the Media Manager within Teams.

The changes you make from the media manager within Teams gets saved to your Brightcove account on the Brightcove platform and you are able to see them when you connect via Brightcove Studio online.

## Add Videos

1. Open Teams and navigate to the Team and Channel where you previously installed the Media Manager
2. Select the “Asset Manager” tab to open the Media Manager
3. Click the “Add Videos” tab

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1. Either drag and drop the video you want to upload on the indicated hot-spot, or click Browse for Videos to select the video to add

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1. Once added, the video get processed on the Brightcove video cloud platform. Wait for the processing to complete.
2. Video is ready to edit/manage when the processing is done and you may click on the “Edit Video” link as shown below

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1. You will be navigated to the edit page for the video where you can then edit it

## Manage Videos

While in the Media Manager, click the “Manage Videos” tab

### Edit Video

1. Find the video you want to edit from the list of videos
2. Click the “Edit” link

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1. Edit the various metadata for the video as desired

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1. Scroll to the bottom of the edit page and click the “Update on Video Cloud” button to save your changes to the Brightcove Video cloud

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### Get Video Embed Code

1. Find the video you want the embed code for from the list of videos
2. Click the “Embed” button

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1. In the *Embed Video* modal, click the “Copy to Clipboard” link to copy the embed code (**note**: you can set various configs for the embed to govern its behavior, and also preview it before you copy the code, if desired)

## Add Playlists

1. While in the Media Manager, click the “Manage Playlists” tab
2. Click the “Add New Playlist” button at the bottom of the list of playlists

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1. Enter name, Description, and select the videos you want as part of the playlist.
2. Click the “Create” button

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1. The playlist gets processed by the Brightcove Video cloud and is displayed in the list of playlists after processing (**note**: processing may take a few moments and the playlist may not be immediately visible on the list of playlists – if desired, confirm processing using the Brightcove Studio)

## Manage Playlists

While in the Media Manager, click the “Manage Playlists” tab

### Edit Playlist

1. Find the playlist you want to edit
2. Click the “Edit” link
3. Make your edits and click the “Save” button

### Get Playlist Embed Code

1. Find the playlist you want to get the embed code for
2. Click the “Embed” button
3. In the *Embed Playlist* modal, click the “Copy to Clipboard” link to copy the embed code (**note**: you can set various configs for the embed to govern its behavior, and also preview it before you copy the code, if desired)

## Manage Experiences

While in the Media Manager, click the “Manage Experiences” tab

### Preview Experience

1. Find the experience you want to preview
2. Click the “Preview” link

### Get Experience Embed Code

1. Find the experience you want to get the embed code for
2. Click the “Embed” button
3. In the *Embed Experience* modal, click the “Copy to Clipboard” link to copy the embed code (**note**: you can set various configs for the embed to govern its behavior, and also preview it before you copy the code, if desired)

# Add a Video to a Teams Channel Tab

1. Open Microsoft Teams and navigate to the Team you want to add a video on
2. Open the channel where you want to add the video
3. Click the “Add a tab” menu

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1. Select the Brightcove Video Connector app from the list of available apps

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1. In the configuration modal, select the Brightcove Account
2. In the configuration modal, select “Embed Video” as the connector tab mode and click “Next”

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1. Select the video you want to add to the channel tab and click “Save”

Graphical user interface, application

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1. You should now see the added video on the channel tab

# Add an Experience to a Teams Channel Tab

1. Open Microsoft Teams and navigate to the Team you want to add an experience on
2. Open the channel where you want to add the experience
3. Click the “Add a tab” menu

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1. Select the Brightcove Video Connector app from the list of available apps

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1. In the configuration modal, select the Brightcove Account
2. In the configuration modal, select “Experience” as the connector tab mode and click “Next”

Background pattern

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1. Select the experience you want to add to the channel tab and click “Save”

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1. You should now see the added video on the channel tab

# For Additional Support

For additional support on the Brightcove Video Connector for Microsoft Teams, please use the following resources:

* Online Documentation for the Video Connector for Teams: {url here}
* To Download the latest manifest package: {url here}
* To contact Brightcove Support Team: {info here}