



Aid Huddle™ Setup and User Guide

June 2024

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Using This Guide

Avid Huddle™ enables you to send Secure Reliable Transport (SRT) live streams of your Media Composer® output directly into Microsoft Teams®. This remote “over-the-shoulder” (OTS) view of your work in Media Composer gives your production team the capability to share works-in-progress and give real-time feedback in a familiar, collaborative environment.

This guide is for production team members who want to share work-in-progress and collaborate in real time with their team via Media Composer and Microsoft Teams. It is also for the Avid Huddle administrator who installs and sets up Avid Huddle, and adds Avid Huddle users.

Revision History

Date Revised	Comments
August 21, 2024	Clarified information related to multiple sessions. For details, see "Add Session Summary Information to a Sequence" on page 31.
May, 2024	Initial release




Online Documentation

You can access the [Avid Huddle documentation](#) on the online Avid Knowledge Base.

Avid online documentation contains all the product documentation in PDF format. You can access Avid PDF documentation on the online [Avid Knowledge Base](#). Be sure to refine the search with your specific product and release number or year.

Symbols and Conventions

Avid documentation uses the following symbols and conventions:

Symbol or Convention	Meaning or Action
Microsoft Teams MS Teams Teams	These refer to the product Microsoft Teams. Avid Huddle sessions occur inside Microsoft Teams.
	NOTE; provides important related information, reminders, recommendations, and strong suggestions.
	CAUTION; means a specific action you take could cause harm to your computer or cause you to lose data.
	TIP; provides a helpful hint that can aid you in getting the most from your system.
Bold font	Identifies items in the user interface (UI).
<i>Italic font</i>	Emphasizes words.
	Pipe character; in some Avid product names, such as Avid Media Composer Enterprise™. In this document, product names include the pipe character when they are in headings or upon their first use in text.

If You Need Help

If you have trouble with your Avid product:

1. Retry the action, carefully following the instructions given for that task. It is especially important to check each step of your workflow.
2. Check the latest information that might have become available after the documentation was published.

Always check online for the most up-to-date release notes or *ReadMe* as Avid updates the online versions whenever new information becomes available.

To view the online versions, visit the online Avid Knowledge Base at www.avid.com/KB. Use the left sidebar to refine your search by product and document type.

3. Check the documentation that came with your Avid product for maintenance or known issues.
4. Visit the online Avid Knowledge Base at www.avid.com. Online services are available 24 hours per day, 7 days per week. Search this Knowledge Base to find answers, to view error messages, to access troubleshooting tips, to download upgrades, and to read or join online message-board discussions. Use the left sidebar to refine your search.

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1 Avid Huddle™ Overview

Avid Huddle is a SaaS solution integrated with Media Composer. This solution enables you to send live streams of your Media Composer output via Secure Reliable Transport (SRT) directly into Microsoft Teams® meetings. This remote “over-the-shoulder” (OTS) view of your work in Media Composer gives production teams the capability to share works-in-progress and give real-time feedback in a familiar, collaborative environment.

You can find security information in "[Security Information](#)" on page 43.

Description and Features

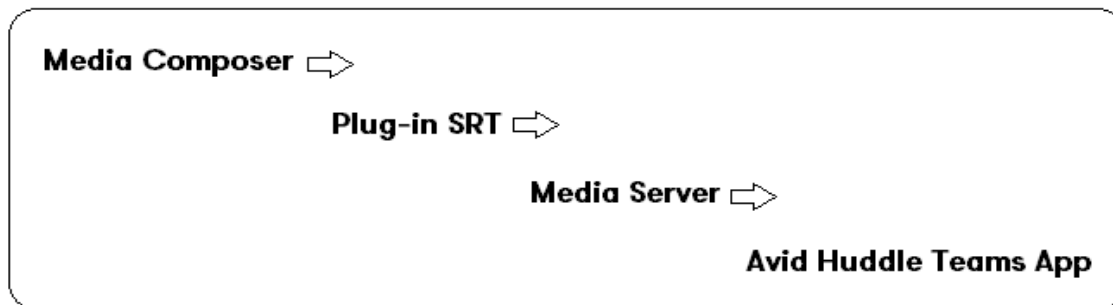
With Avid Huddle, you have another level of collaboration for use with production teams. An Avid Huddle session is a secure way to review video work with multiple participants. The participants can see your video, make annotations that include a timestamp, and draw on the video. Avid Huddle’s features include:

- High quality, frame accurate video share from Media Composer
- Quick to join from Media Composer to an existing Microsoft Teams meeting
- Easy time-based capture of comments during the meeting linked to the sequence Timecode
- Draw on canvas (in Microsoft Teams only)
- Export frame grabs showing drawings as PDF
- Export comments as TXT for ingestion into Media Composer or as PDF for review sessions
- Multi-tenanted secure, scalable backend service
- Mobile device support
- MyAvid.com integration for entitlement enforcement

Note that the video during the Avid Huddle session is native SRT output. It cannot be recorded and uses a unique token-encrypted control mechanism. If you are a host, you can save the Avid Huddle session before Microsoft Teams closes.

Stream Flow

The stream flow works like this:



Media Composer streams use an SRT protocol that is token protected. Avid Huddle has a media server that converts this SRT stream to a Web Real-Time Communication (WebRTC) format so that it is available for consumption by Avid Huddle.

Avid Huddle encrypts all communication with the media server, both to send and to consume the stream. In this way, there is no data interception along the way.

As no Avid Huddle session stores audio or video, there is no data flow. Avid Huddle does not store audio and video anywhere. As a session is a live stream, once the session closes, no media from the session persists.

Communication and Security

Security includes the use of access tokens in all communications. Avid Huddle uses a unique token for each request.

Each stream uses a unique token as protection. The media server (gateway) does not accept any stream without the token. There is one token per session. Every session generates new tokens.

There is a control API to verify account permissions plus an automated security verification service across all applications.

Installation and Users

When Avid Media Composer installs, Avid Huddle installs. This can be Media Composer | Enterprise™ or Media Composer | Ultimate™, as well as Media Composer in Avid | Edit On Demand™. If you use Avid Link™, you may see it on your desktop, but it is optional.

You can use Avid Huddle only if you have a license, or if someone adds you to a license. You cannot share a license with another user. Check with your Avid Huddle Administrator about licenses.

You can, however, be invited to an Avid Huddle session without having an Avid Huddle license or without a Microsoft Teams account. Participants in Avid Huddle sessions may or may not have Microsoft Teams, Work or School edition. Mobile participants use the Microsoft Teams app for mobile devices. If you do not have a Microsoft account, you are considered a guest user.

2 Install and Administer Avid Huddle

Avid Huddle provides another level of collaboration for your production teams. This product provides a way to have a secure frame accurate video review with multiple participants from anywhere on any device.


This chapter includes information on purchasing, installation, activation, licensing, and adding users.

Overview of administration steps:

1. Purchase Media Composer and Avid Huddle.
2. Install or upgrade Media Composer and include Avid Huddle and SRT.
3. Activate Avid Huddle.
[optional] If you have a School license, you may need to validate your education status.
4. Open the Avid Huddle Administration Console.
5. Add users and assign Avid Huddle licenses.

Prerequisites

Avid Huddle requirements:

- Media Composer | Enterprise or Media Composer | Ultimate, Version 2023.12, 2024.2, or 2024.6 plus license.
Media Compose Perpetual or standard subscription, Version 2024.6 plus license.
For Avid | Edit on Demand – When creating your subscription, use Media Composer versions listed above. Avid Huddle does not work with earlier versions of Media Composer.
- Avid Huddle (ships as part of Media Composer) plus Avid Huddle license (separate license from Media Composer).
- SRT (ships as part of Media Composer). This does not apply to Media Composer First.
- Microsoft Teams Classic (Business Basic, Business Standard, or Education edition) or the New Microsoft Teams (Business Basic, Business Standard, or Education edition), all allowed versions for the Avid Huddle session host and optional for participants; note that guest users do not need a Microsoft account.
 *Microsoft Teams Personal can be used by participants but cannot be used by hosts.*
- Avid Huddle app for Microsoft Teams for the Avid Huddle session host only.
- Mobile users: Microsoft Teams app for Android™, iOS™, or other mobile platforms. You only can join an Avid Huddle session via mobile and cannot host one.
- Internet or internal network connectivity.
- Users of Avid Huddle must have a My Avid account (Administrator and hosts [users/editors]; not required for session participants [guests]).

Software versions:

- Windows® Version 10 or higher
- New MS Teams for Windows Version 23320.3027.2591.1505 or higher (released December 27, 2023)
- macOS® Version 14 (Sonoma)
- New MS Teams for macOS Version 23306.3408.2576.5406 or higher (released December 12, 2023)

- Android Version 8.0 or higher
- MS Teams mobile app for Android Version 1416/1.0.0.2023235001 or higher
- iOS Version 17 or higher
- MS Teams mobile app for iOS Version 5.22.3 (100772023225401) or higher

Purchasing

Where to purchase:

- Media Composer Ultimate or Enterprise, or Avid Edit On Demand: purchase through your local Avid reseller along with a license.

Media Composer requires an **Activation ID** and **System ID**. Find these in the My Avid account on the **My Products** page after you purchase. Keep track of these IDs as you require them for product activation.

- Avid Huddle: a separate license purchase from your local Avid reseller or buy direct on avid.com. The license enables a Media Composer user to share the output of Media Composer with reviewers via MS Teams.



Each Avid Huddle user requires a license. Licenses cannot be shared between users.

Be ready with this information:

- Duration of license, monthly or annually
- Number of licenses

You receive a **redemption code** after purchase. Find this in the My Avid account on the **My Products** page after you purchase. Keep track of the redemption code as you require it for product activation.

- SRT for Media Composer: not a separate purchase or license but bundled with Media Composer.
- The New Microsoft Teams or Microsoft Teams Classic, Work or School edition: purchase from Microsoft; required for session host; session participants need the New Microsoft Teams or Microsoft Teams Classic, Work or School edition, or Microsoft Teams app for Android, iOS, or other mobile platforms. Note that a guest user, who does not have Microsoft Teams, can be invited to an Avid Huddle session.
- Avid Huddle app for Microsoft Teams: available from within Microsoft Teams; required for the session host but not session participants; installs for the host during their first Avid Huddle session.
- The network connection of your choice: corporate internal network or external Internet Provider network. Information on networking ports is in "[Network Traffic and Ports](#)" on page 1.
- Avid Privacy Policy — as part of purchasing Avid Huddle, you will review the Privacy Policy. Your consent at that time applies to all of those in your company who will use Avid Huddle, both meeting hosts and meeting participants.

Administration Tasks

Avid Huddle administration consists of installing and activating Avid Huddle, using the Avid Huddle Administration Console, adding users to Avid Huddle, and assigning Avid Huddle licenses to users.

Installation and Activation for Admins

This section is for those persons who perform administration for Avid Huddle. An Admin usually is a person who performs administration for several products, including Avid Huddle.

The following procedure applies to Windows and macOS.


You can run Media Composer on your on-prem system(s) or as part of Avid Edit On Demand.

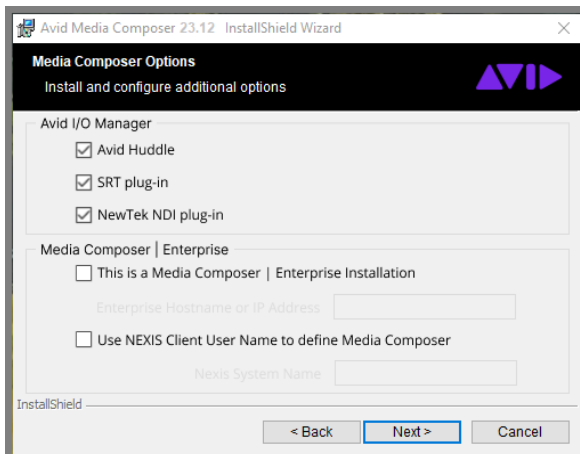
- If you use an on-prem system, start with **Step 1**.
- If you use Avid Edit On Demand, start with **Step 3**.

 *You must have a specific version of Media Composer to use Avid Huddle. Use Avid Huddle with Media Composer Version 2023.12 or later.*

To install and activate Media Composer and Avid Huddle as the Admin:

1. Install or upgrade to Media Composer Enterprise or Ultimate Version 2023.12 or later. Verify that both the Avid Huddle and SRT plug-in options are checked (should be checked by default).

 *If the SRT plug-in is NOT checked, Avid Huddle is grayed out and will not install. The SRT plug-in must be checked to see Avid Huddle.*



Details can be found on the Avid Knowledge Base on the [Media Composer Documentation page](#). Then look for the *Media Composer Install Guide*. Follow the installation instructions.

2. A dialog box displays where you can activate your Media Composer license using Avid Link™.

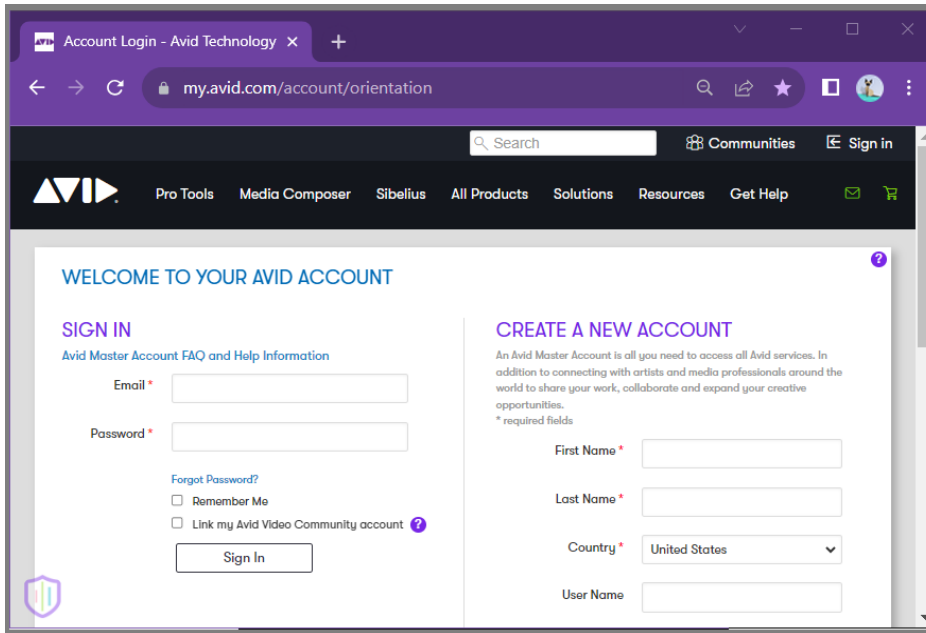
Activating Media Composer requires an **Activation ID** and **System ID**. Find these in the My Avid account on the **My Products** page after you purchase the product.

Refer to the [Avid Link Documentation page](#) on the Avid Knowledge Base for the activation procedure. Look for the *Avid Link User's Guide* and refer to *Activating and Deactivating Your Products*.

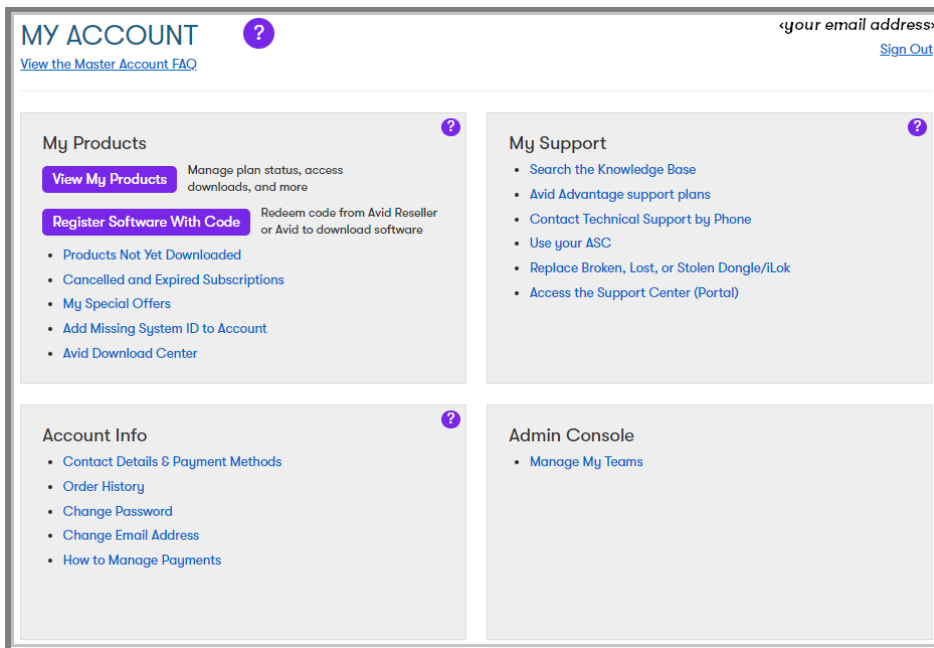
3. (optional) If you need to set up users for Media Composer, refer to the [Media Composer Documentation page](#) on the Avid Knowledge Base. Look for the *Avid Media Composer | Enterprise Admin Tool Administration Guide*.

If you use Avid Edit On Demand and want to use Avid Huddle, create your subscription and select Media Composer 2023.12 or later; then add users; refer to the [Avid Edit On Demand Documentation page](#) for details.

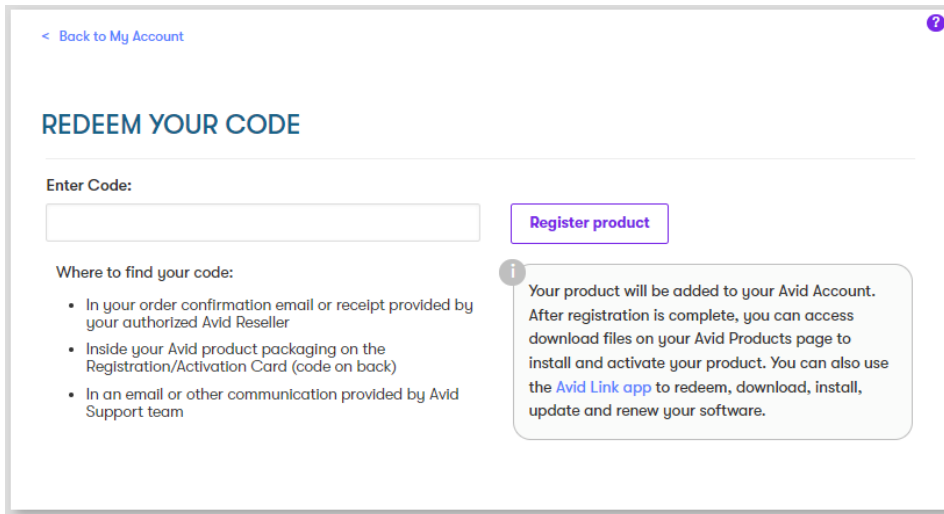
4. Log in to the My Avid account you plan to use as Admin for Avid Huddle administration.



The **My Account** page displays.



5. When you purchased Avid Huddle, you received a **Redemption Code**. Click **Register Software With Code**. The **Redeem Your Code** page displays.



6. Enter your **Redemption Code** and click **Register Product**.
7. (optional) If the system states that you need to validate your billing address, click the link and do so. Then continue.
8. Once the system accepts your code, Avid Huddle activates and you can add users and assign licenses. You may see a message similar to this:

License activation in progress! we are preparing to provide software downloads and licensing details. Please re-visit or refresh this page after a couple of minutes. Thank you for your patience.



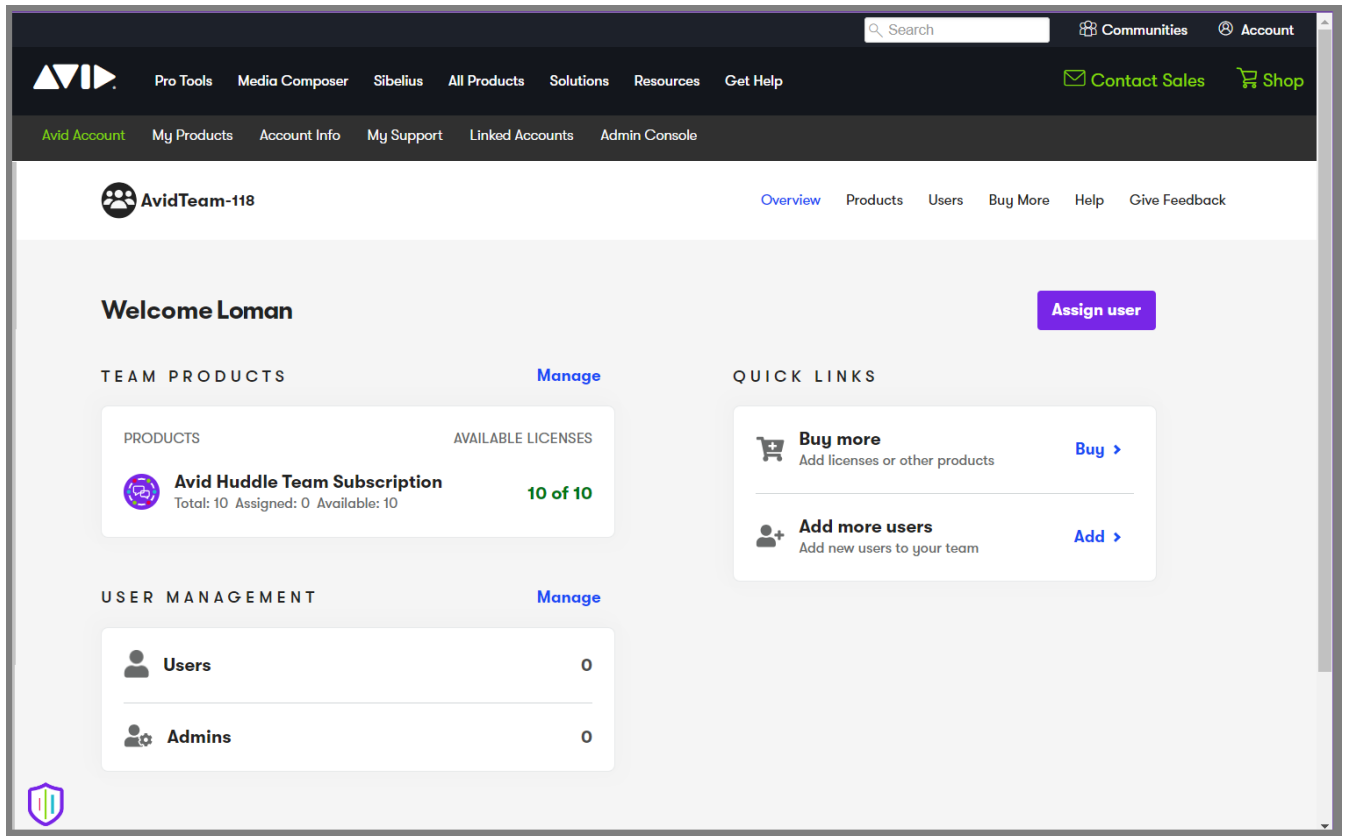
No one can use Avid Huddle until they are assigned a license by the Admin. See "Users and License Administration" on page 15.

Additional information:

- For information on SRT in Media Composer, see the [Media Composer Documentation page](#) on the Avid Knowledge Base. Find the *Media Composer Editing Guide* and look for *Open I/O Support* and *Open I/O Support for SRT*, or look for these topics in the Media Composer Help.
- For Microsoft Teams, follow the installation and use instructions from Microsoft whether for desktop or mobile.
- The Avid Huddle app for Microsoft Teams installs automatically the first time a host uses Avid Huddle, or it may install when there is a Microsoft Teams update.
- Information on networking ports is in ["Network Traffic and Ports" on page 1](#).

Administration Console Details

Once you activate Avid Huddle, you use the Avid Huddle Administration Console to perform tasks with licenses and users. The following image is a sample console, and the table describes the functions available on the console.



Item	Label/Button	Description
Avid ribbon		Information you can find on avid.com
Avid Account ribbon		Information you can find about My Avid account
AvidTeam- <i><name></i>		Name assigned to this Avid Team account
Admin Console ribbon	Overview Products Users Buy More Help Give Feedback	Click to display the Admin Console Click to display the Products page with Team Products and Licenses Click to display the User Management page Click to display the page to add (purchase) licenses and other products Click to display the Avid Knowledge Base page: Team Licensing FAQ Click to display a form to provide feedback to Avid
Welcome <i><name></i>		Salutation for user of this My Avid account
Assign user		Click to display the User Management page
Team Products		Lists Team Products for this account; click Manage to go to Team Products and Licenses page
User Management		Lists the number of Users and Admins for the Team Products; click Manage to go to the User Management page
Quick Links	Buy More Add More Users	Click Buy> to display a page where you can add (purchase) licenses and other products Click Add> to display a page where you can add new users


Users and License Administration

All administration tasks for Avid Huddle take place in the **My Avid** account you use for administering Avid Huddle. Only the Avid Huddle Administrator (Admin) should have access to the Avid Huddle Administration Console. Through the console, Administrators add users and assign licenses to users. See "[Administration Console Details](#)" on page 13

Notes about Users

Only users who **host** Avid Huddle sessions require a license. Those attending Avid Huddle sessions do not require a license.

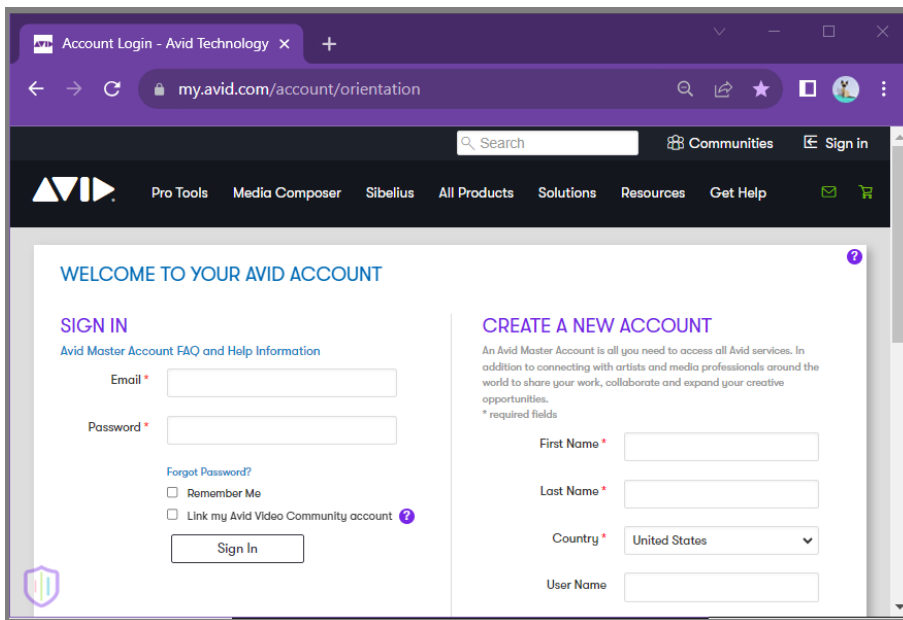
Make note of the following items:

- A **host** is an editor (user) who hosts Avid Huddle sessions.
- A **participant** attends an Avid Huddle session with an invitation from the host.
- Add users first using the Administration Console, and then assign licenses to users.
- The user with the * (red asterisk) or  (Admin symbol) is the Avid Huddle Admin (you see this in the Administration Console).
- There is one user to one license.
- Users/hosts cannot share licenses.

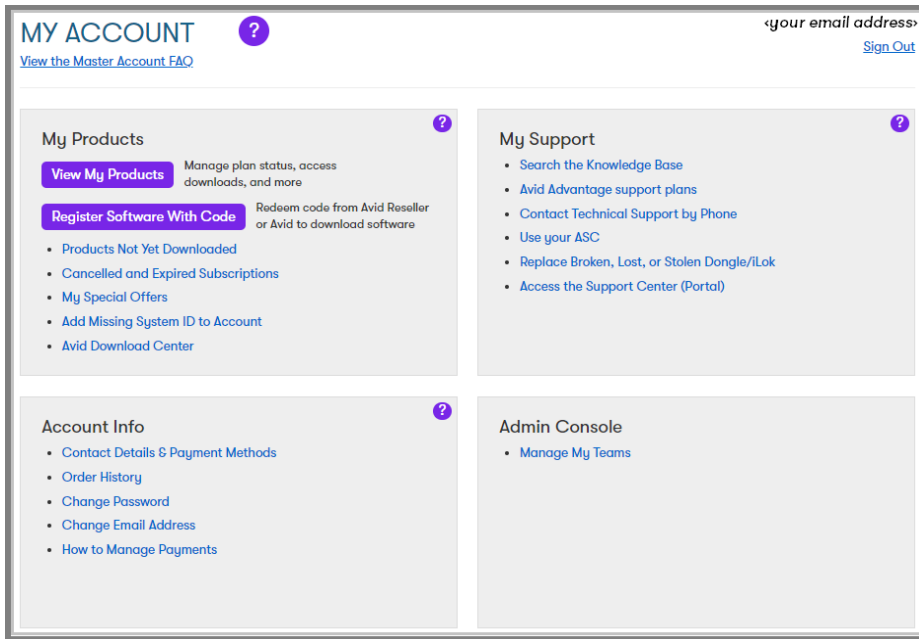
Adding Users to Avid Huddle

To add users to Avid Huddle:

1. Log in to the **My Avid** account used for Avid Huddle administration.

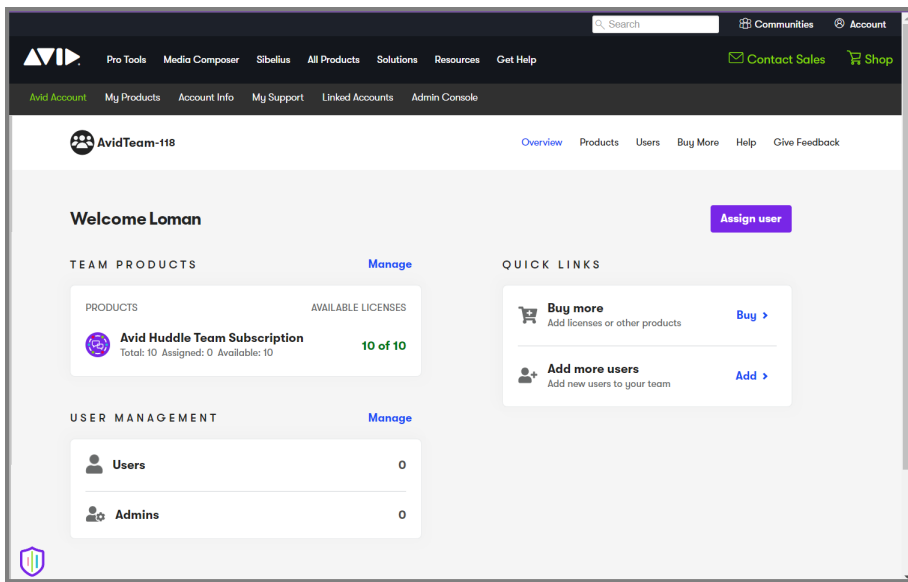


The **My Account** page displays.



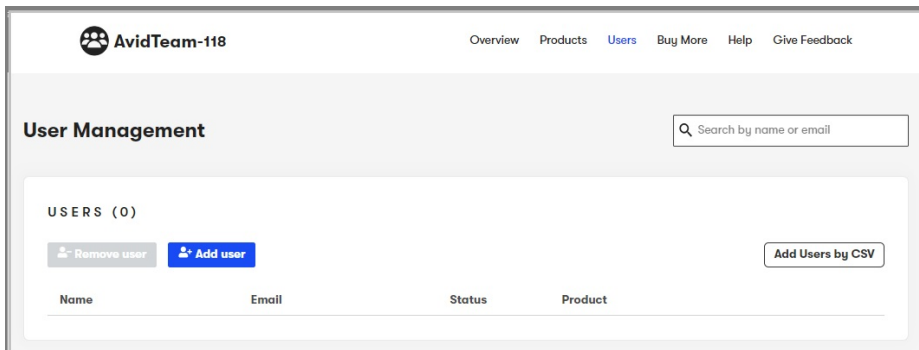
2. Go to **Admin Console** and click **Manage My Teams**. The **Administration Console** displays.

 *Avid Huddle* shows up in the **Admin Console** box on the **My Account** page.



3. Under **Team Products**, verify the number of licenses for **Avid Huddle**.

4. Next to **User Management**, click **Manage**. The **User Management** page displays.



5. Click **Add User**. The **Add User** dialog displays.



The number of users initially is the same as the number of licenses. For example, if you purchased 10 Avid Huddle licenses, then the **Add User** dialog displays 10 user slots.

Add user x

Add up to 10 users below by entering their email addresses

USER 1
Email *
Enter email address

USER 2
Email
Enter email address

USER 3
Email
Enter email address

USER 4
Email
Enter email address

Add user Cancel

In the dialog box, add the names of users who need licenses. Note that a * (red asterisk) marks the first user slot. The name entered here becomes the Avid Huddle Admin if you enter two or more users. The number of user slots in the dialog box is the same as your number of licenses purchased.



If you are the Admin for Avid Huddle, enter your name as the first user. This ensures that the Admin symbol appears next to your name.

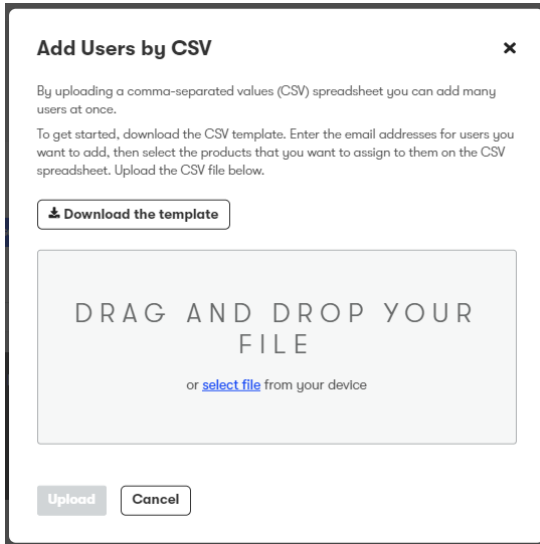
Enter the email address of the other users/editors who need a license. At the bottom, click **Add User** when you are ready.


6. (optional) As an alternative, click **Add Users by CSV**. On the next screen click **Download the template**. Use the template to enter user email addresses and assign a product. Verify that the product is Avid Huddle in the CSV file.

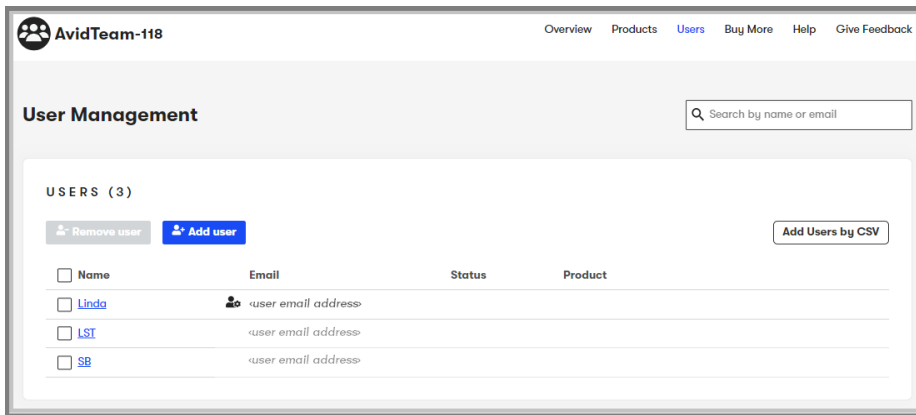


If you are the Admin for Avid Huddle, list your name first in the CSV file. This ensures that the Admin symbol appears next to your name.

Save the file when ready. Then return to this dialog to drag and drop or select the file. Then click **Upload**.



- The users display on the **User Management** page. If there are two or more users, then the one with the  (Admin symbol) is the Administrator.

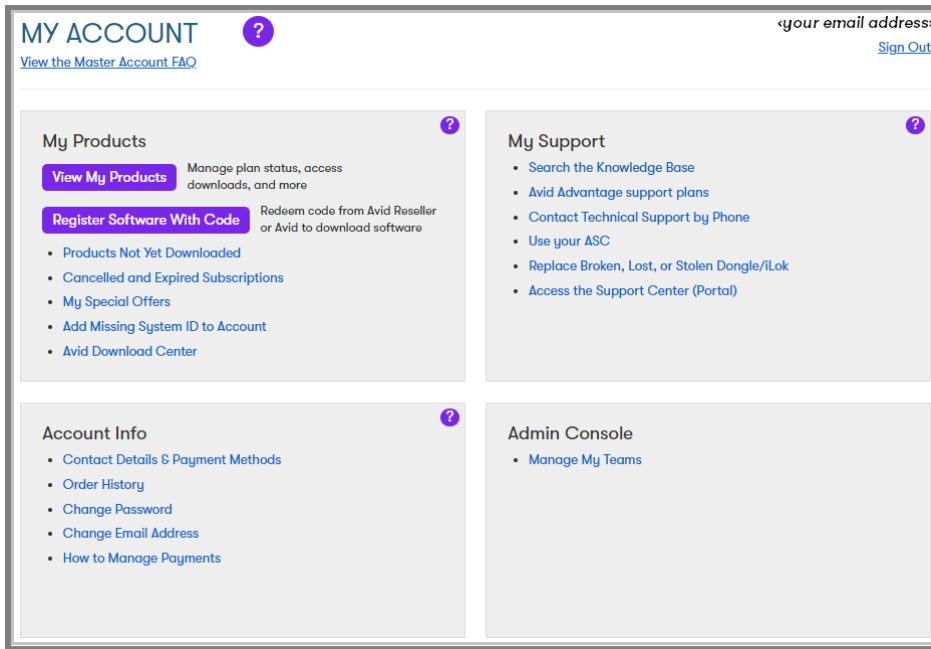


Assigning Licenses to Users

Your Avid Huddle account contains the number of licenses you purchased for monthly or yearly use. Use the licenses to assign Avid Huddle to users (editors). For some additional information on users, see ["Notes about Users"](#) on page 15.

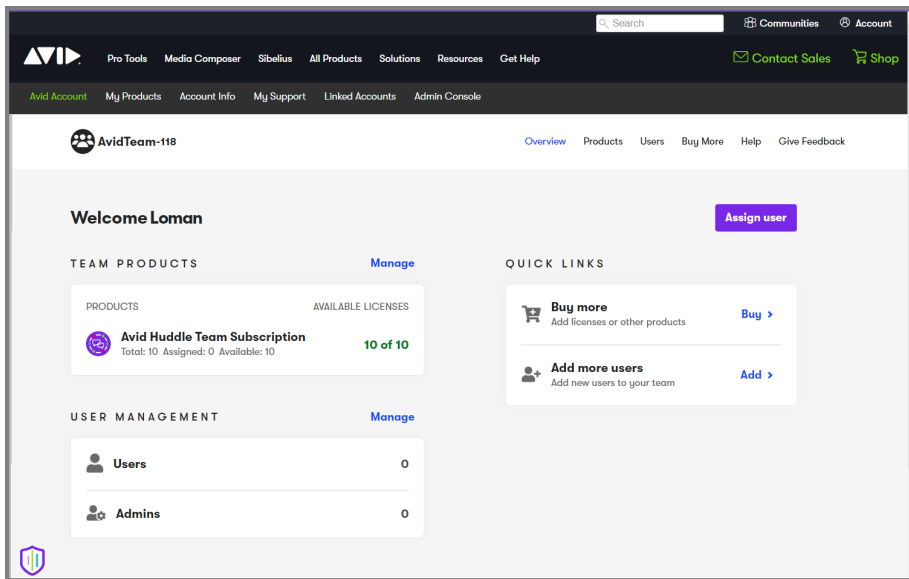
To assign licenses to users:

1. Go to the My Avid account used for Avid Huddle administration and log in. The **My Account** page displays.

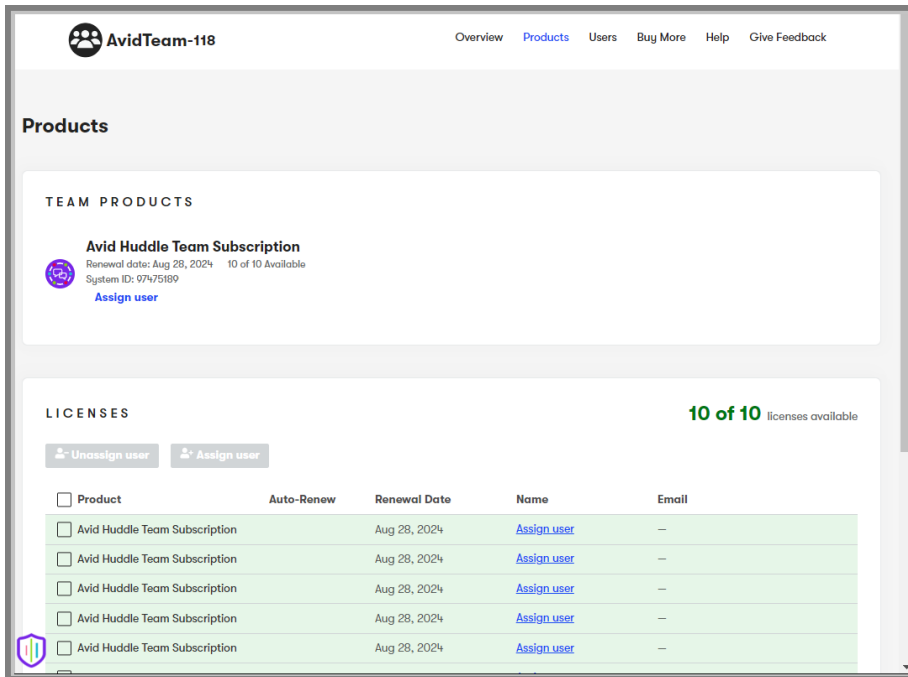


2. Go to **Admin Console** and click **Manage My Teams**. The **Administration Console** opens.

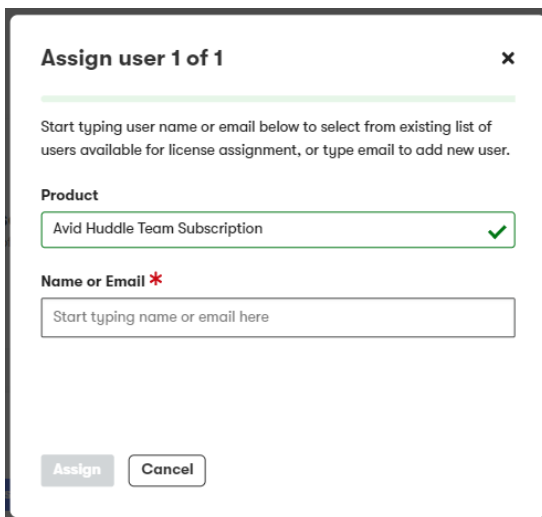
 *Avid Huddle shows up in the Admin Console box on the My Account page.*




3. Next to **Team Products**, click **Manage**. The **Products** page displays and lists your **Avid Huddle Team Subscription** and the list of licenses.



4. Check mark one license and click **Assign user**. The **Assign user** dialog displays.



5. Ensure the **Product** is **Avid Huddle Team Subscription**. Then enter the user's **Name or Email**. The ***** is for the user who is the Avid Huddle Admin, indicated by the  (Admin symbol) in the list of users in the Avid Huddle Administration Console.
Click **Assign** when ready. You return to the Avid Huddle Administration Console, where you see the user in the license list.
6. Repeat **Steps 4 and 5** to assign users to licenses. The other users do not display the *****.
7. The Avid Huddle Admin and all other users receive an automated email message about their Avid Huddle access. (See images following **Step 8**.)
8. Upon receipt of the email message, users click **Get Started** to begin using Avid Huddle with Media Composer.

Sample Admin Email Message



You now have Administrative rights to manage Avid software

In your role as Administrator you will have rights to manage Avid software and subscriptions through the Avid Admin Console for **<name>**.

To get started, sign in to or create your Avid account using your **<name>.email.com** email address.

[Get Started](#)

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To exercise your rights under the **General Data Protection Regulation (GDPR)** or the **California Consumer Privacy Act (CCPA)** Please contact Avid at privacy@avid.com or view our updated [Privacy Policy](#)

Sample User/Editor Email Message




Welcome! Get started with Avid Huddle

Your administrator **<admin-name>** has given you access to **Avid Huddle**.

To start using Avid Huddle, use your **<user-email-address>** email address to create, or sign in to, your Avid account and access your Avid products.

[Get Started](#)

 **For questions** about accessing or using Avid products please contact your Admin.

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3 Collaborate with Avid Huddle

This chapter covers starting and leading Avid Huddle sessions for hosts/editors, ending sessions and saving session work for hosts/editors, and joining and leaving sessions for editors (participants and guests).

Avid Huddle for Hosts (Users)

Before starting an Avid Huddle session, you must have Avid Media Composer Ultimate or Enterprise Version 2023.12 or later with the Avid Huddle and SRT plug-in options installed plus New Microsoft Teams or Microsoft Teams Classic, Work or School edition. In addition, you received a Welcome email message that indicates you have the license and privileges to use Avid Huddle as a host.

Overview of an Avid Huddle session:

1. Launch Media Composer.
2. Set up the video sequence you want to review.
3. Ensure you enable SRT and Ancillary Data.
4. Open Avid Huddle in Media Composer. You must be licensed for this to be available to you.
5. Start an Avid Huddle session.
6. Start streaming your video sequence.
7. Create or join an MS Teams meeting.
8. Click the Launch button.
9. When prompted, click the Sharing button.
10. Review the video with your participants in Avid Huddle in MS Teams.
11. Save session summary information as TXT or PDF and end the session.

Information on tools to use during the session is in ["Meeting Tools and Notes" on page 33](#).

To save Avid Huddle session summary information, see ["Ending and Saving Sessions" on page 29](#).

Types of Participants

Participants can be any of the following:

- The host; organizes the Avid Huddle session and invites participants (guests); must have an MS Teams account with the Avid Huddle app plus be assigned an Avid Huddle license.
- Guest user; an editor or other member of a production team; also a person from the same or another organization invited to access MS Teams; usually does not have an MS Teams account.
- Federated user; an external user with an identity shown in the meeting; must have an MS Teams account.
- Anonymous user; an external user with no identity shown in the meeting; can be a participant but cannot be the host (organizer); must have an MS Teams account. In some cases, anonymous users may present a risk. Refer to the Microsoft article [Manage anonymous participant access](#) for further information.

Video Formats

You can use the following video formats with Avid Huddle:

1080p/23.976	1080p/30	720p/50	1080i/50
1080p/24	1080p/50	720p/59.94	1080i/59.94
1080p/25	1080p/59.94		
1080p/29.94	1080p/60		

Starting and Sharing an Avid Huddle Session

To start and share an Avid Huddle session:

1. Decide what you want to review during the session and who you want to attend.

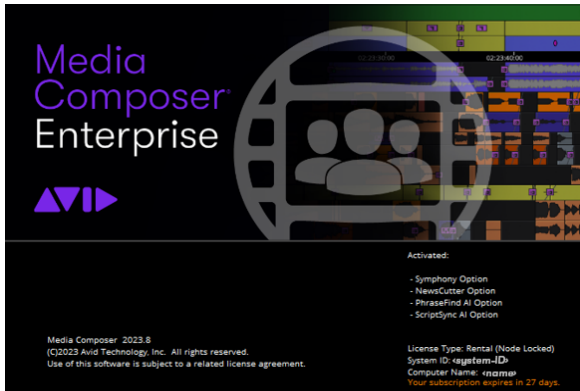
The participants are not required to have Avid Huddle but they must have MS Teams or be a guest participant (see ["Types of Participants" on the previous page](#)).

As host, you must have a My Avid account, Media Composer with Avid Huddle, plus MS Teams with the Avid Huddle app. (Note that the Avid Huddle app installs the first time you hold an Avid Huddle session.)

2. Launch Media Composer.

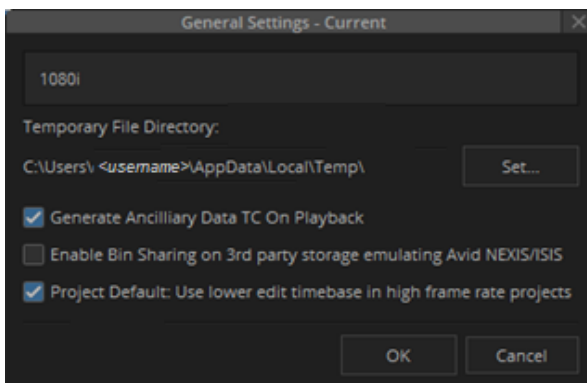


If you use Media Composer and MS Teams in Avid Edit On Demand, you must use your Media Composer Edit seat.



3. Set up the video sequence for the Avid Huddle session. Open the sequence or **Import Media**.
4. Go to **Settings > Project General**.

If not selected, check **Generate Ancillary Data TC on Playback**. Click **OK**.

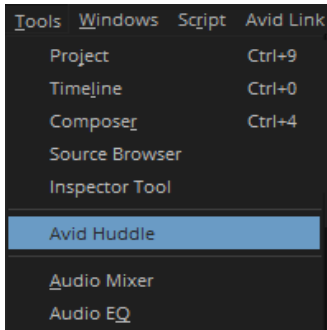


5. Click the **HW/SW** button and select **SRT** if it is not selected. SRT is enabled automatically as of Media Composer Version 2024.6.

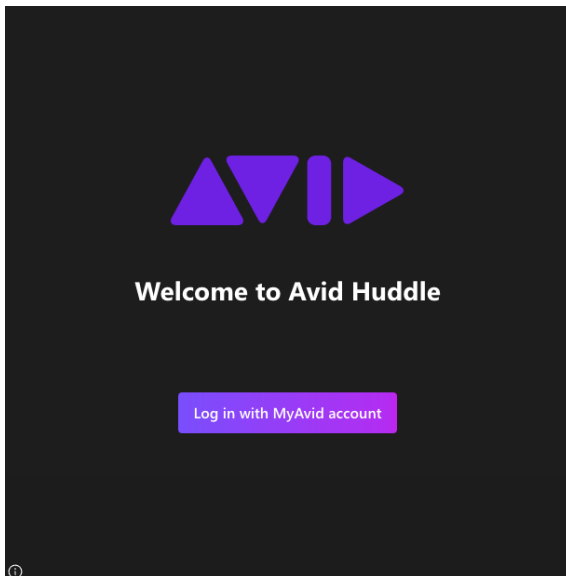


If you use Avid Huddle and SRT together on the same system and have a pre-existing password for SRT, then clear it before starting Avid Huddle. This allows Avid Huddle and SRT to work together during the Avid Huddle session. When done with the Avid Huddle session, be sure to re-enter and save your SRT password.

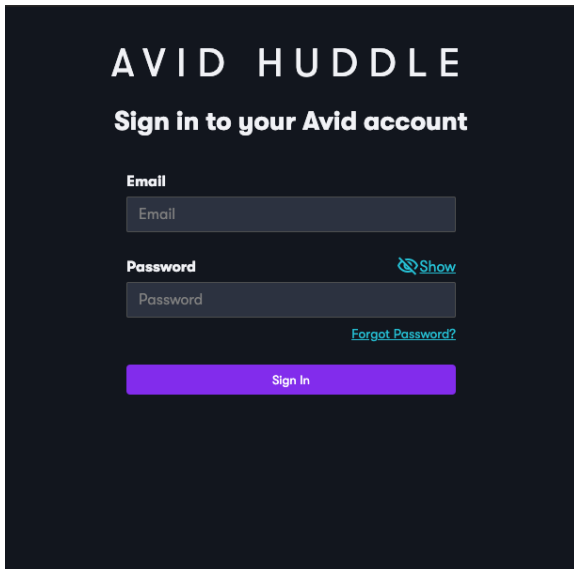
6. Click **Tools > Avid Huddle**. You must be licensed for this to be available to you.



The Avid Huddle welcome page displays.



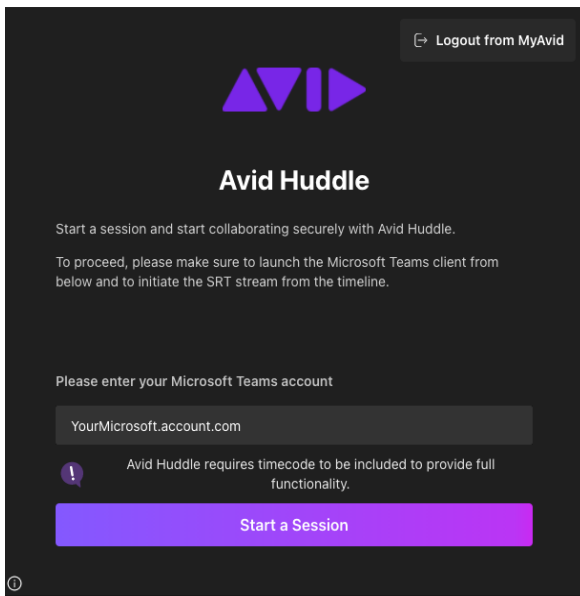
7. Click **Log in with My Avid account** and then sign in to your My Avid account.



The Avid Huddle start session screen displays.



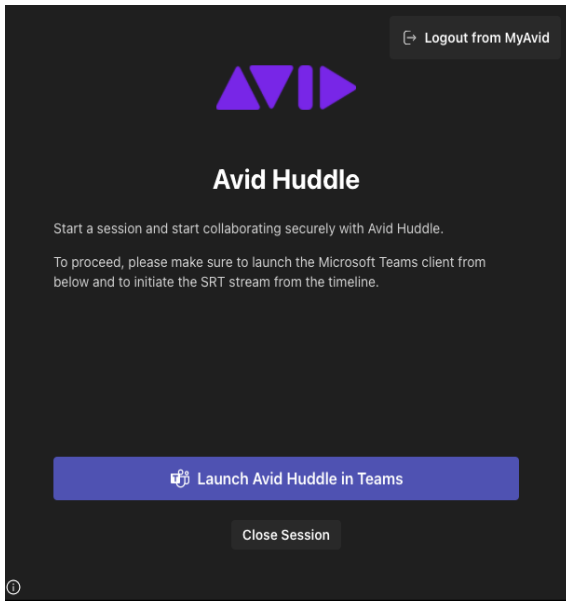
*If you do not have permission to use Avid Huddle, an error displays. You can try logging in again, or contact your administrator, or click **Buy Now** to purchase Avid Huddle (this is active as of June 26, 2024).*



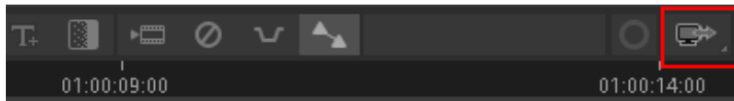
8. Enter your Microsoft account information and click **Start a Session**. The dialog box displays where you can launch Avid Huddle in MS Teams.




The first time you use Avid Huddle, you sign in to both your My Avid and Microsoft 365 accounts.



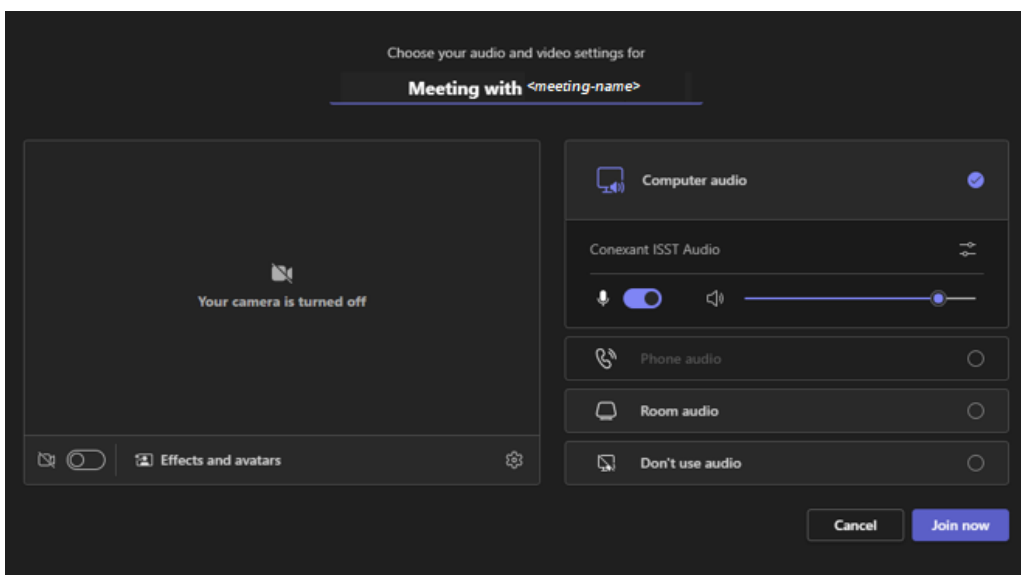
9. In Media Composer, click the HW/SW button in the Timeline to start the stream.



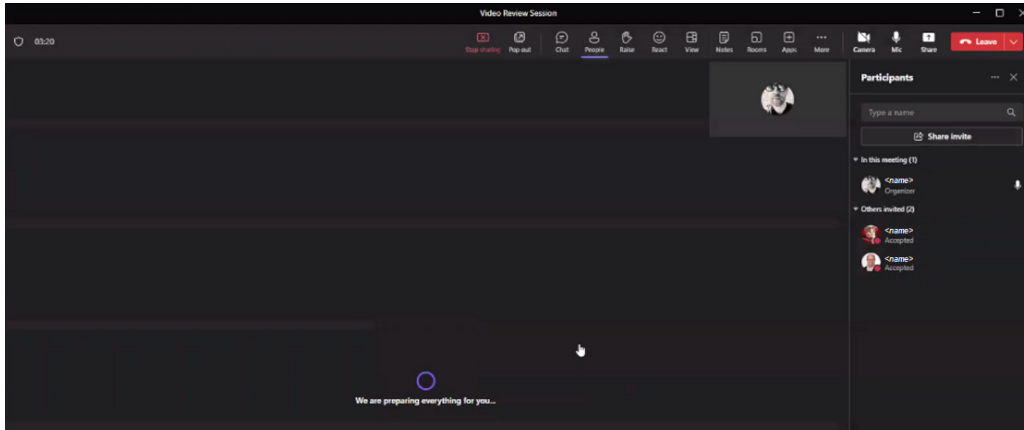
Using SRT, Media Composer output can stream into the MS Teams meeting. Note that the HW/SW button blinks red when streaming is active.

 *Avid Huddle overwrites your SRT configuration for the duration of the session and Media Composer grays out the Configure option. Once you end the Avid Huddle session, Media Composer restores your SRT configuration to its previous state.*

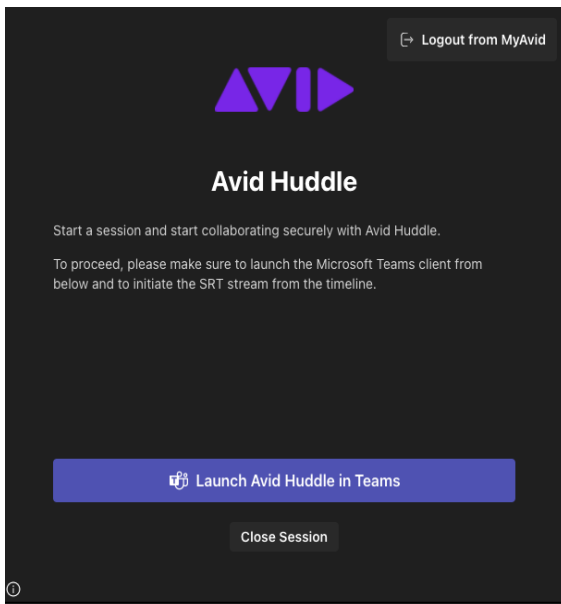
10. Now leave Media Composer and go to an MS Teams meeting and join the meeting.
As an alternative, you can start a new MS Teams meeting.
11. Select your settings and then click **Join Now**.



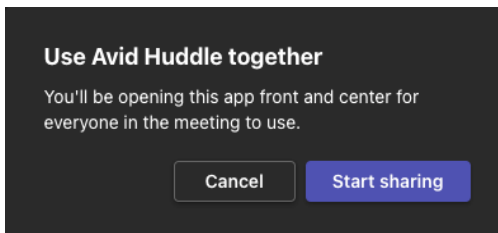
You enter the MS Teams meeting.



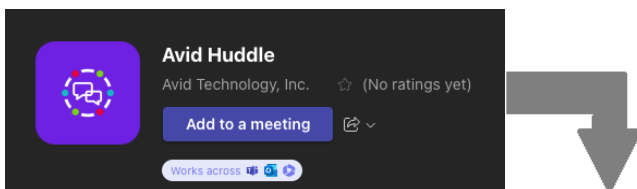
- Now that you are in an MS Teams meeting, return to Media Composer and click **Launch Avid Huddle in Teams** (see **Step 7**).

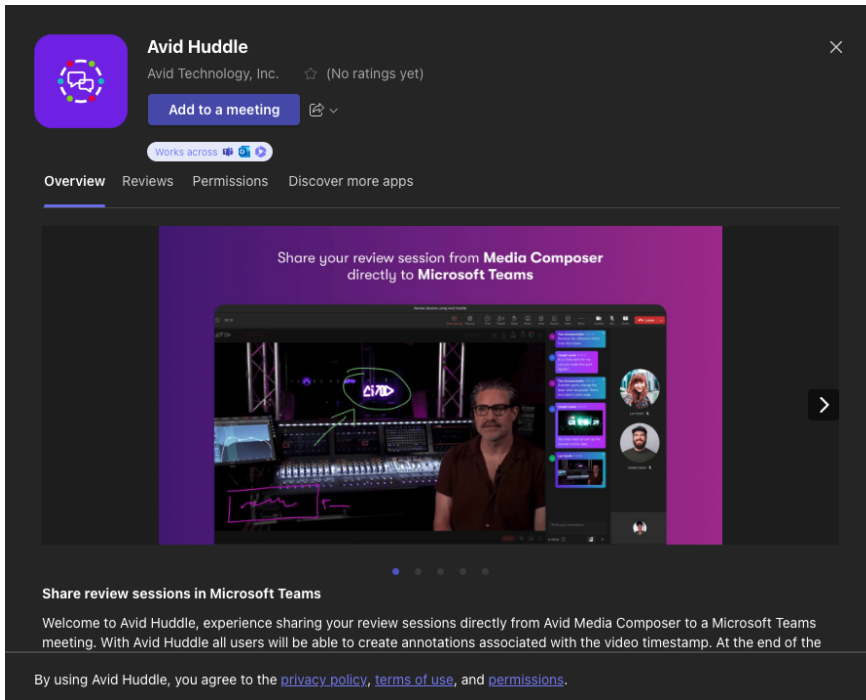


- The **Use Avid Huddle together** dialog box displays. Click **Start sharing**.



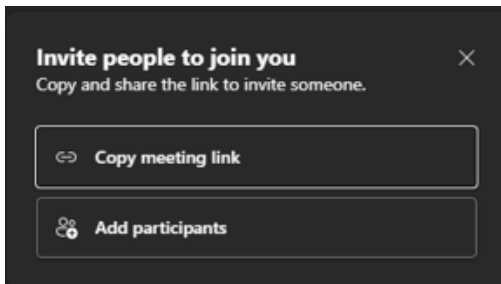
- (optional) If prompted to install Avid Huddle for Microsoft Teams, click **Add**. This applies the first time you use Avid Huddle.





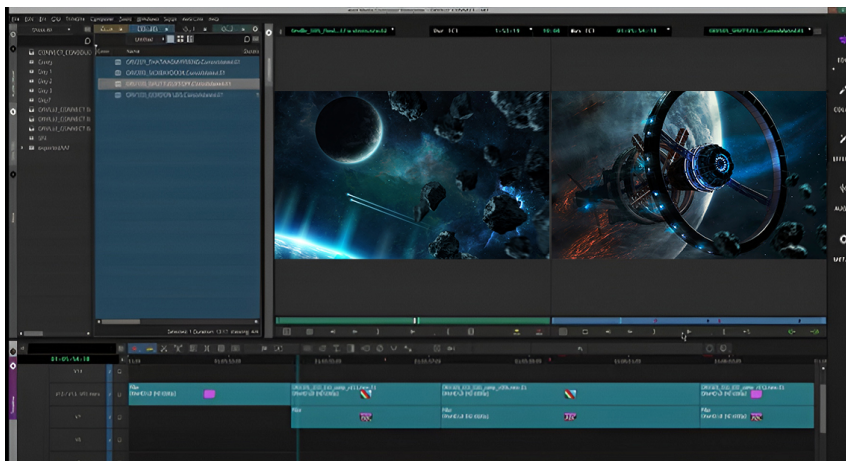
15. Invite participants to your Avid Huddle session in MS Teams by sending them an invitation with the link supplied by Avid Huddle or adding them to the MS Teams meeting.

 *If you have everyone already in the meeting, no invitations are needed.*

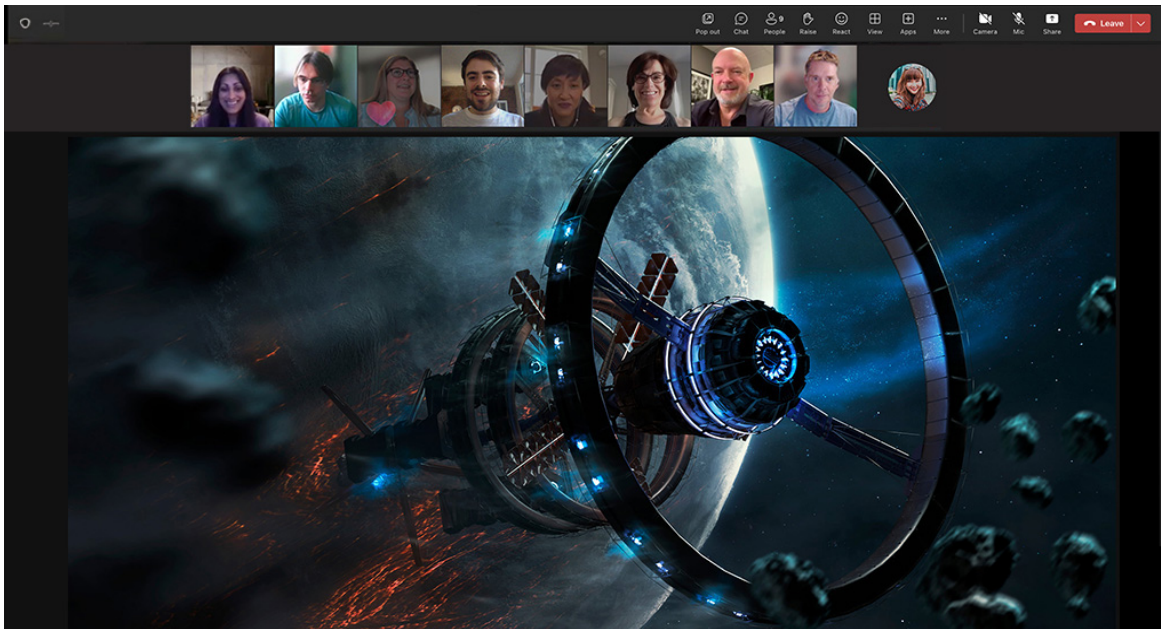


16. If you compare the Microsoft Teams window with the Media Composer window, you see the same stream displays in both windows. Note that occasionally you may notice a lag between video and audio in the Avid Huddle session.

View from Media Composer:



View from Avid Huddle in MS Teams app:



17. Now you can review the video stream with your participants.

Refer to ["Meeting Tools and Notes" on page 33](#) for information on tools you can use during Avid Huddle sessions.

If you want to review more than one sequence or project using Avid Huddle, refer to ["Reviewing Multiple Sequences" on the next page](#).

Ending and Saving Sessions

As the session host, you end the session and can save the Timecode-based annotations from the session. Then you can bring those annotations into Media Composer. Note the following:

- Use the **TEXT** version of the session summary to import markers (comments only) into Media Composer.
- The **PDF** version is a standalone summary of the session that includes the Timecode-based comments along with any drawings added during the session.

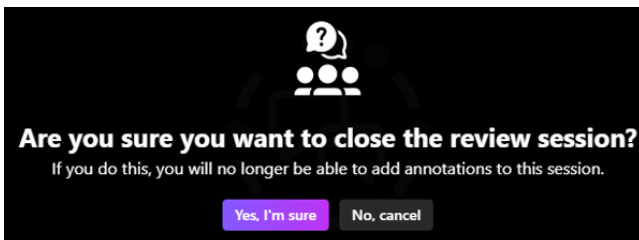
To save the session summary and end the Avid Huddle session:

1. In the Avid Huddle session window, or in the Media Composer Huddle window, click **Close Session**.

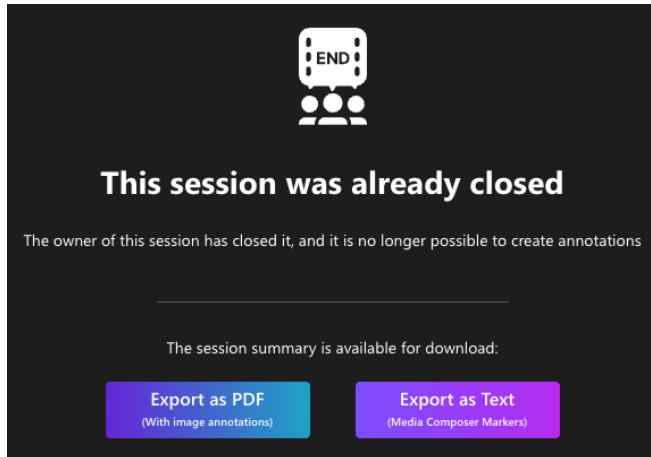
 *As the host, **Close Session** is visible only to you.*



2. Confirm that you want to close the session; click **Yes, I'm sure**.



3. Next decide which format you want, PDF or text. Then click the appropriate button: **Export as PDF** or **Export as Text**. Select **Text** if you want to import the comments as markers into Media Composer.



Avid Huddle places the session summary file in your system's **Downloads** folder. Refer to ["Add Session Summary Information to a Sequence"](#) on the next page for information about this file.

4. Click **Leave** to exit the MS Teams meeting.

How Stop Sharing Works in Avid Huddle

MS Teams **Stop Sharing** works differently when using Avid Huddle. Essentially, using this action is a way to switch back and forth between an Avid Huddle session and a screenshare in MS Teams (without Avid Huddle).

When you click **Stop Sharing**, the Avid Huddle session stops showing to all participants. Any annotations and drawings also go away.

However, the Avid Huddle session is not lost as it is in the context of a live share and the session is not yet closed. To see the annotations again, only the host can recover the session by going over to Media Composer and the **Panel SDK**, and clicking **Launch Avid Huddle in Teams**.



The host must retrieve the Avid Huddle session within six hours after leaving the session but NOT closing it. After that time, the session closes and the information is gone and cannot be recovered.

Reviewing Multiple Sequences

If you have several video sequences to review with your production team, and you want to use Avid Huddle to do so, you can review multiple sequences in a single Avid Huddle session. The following apply:

- When you open a new sequence during a session, Avid Huddle notifies the participants in the MS Teams session. The new sequence uses the sequence `name_`.
- Avid Huddle temporarily clears the annotations for the previous sequence so participants can add comments on the new sequence.
- If you return to the previous sequence and it had annotations, Avid Huddle redisplay those annotations in the annotations area.
- Avid Huddle associates a session summary file to each Media Composer sequence reviewed.
- As each sequence has a session summary file, you can import the Timecode-based comments for each relevant sequence into Media Composer.

Add Session Summary Information to a Sequence

When you use Huddle to create a session summary, you must consider how your version of Media Composer affects the workflow.

- For Media Composer v2024.6 and later, you can annotate multiple sequences in the same session. Huddle creates a separate comments file for each sequence that you annotate during the session. For more information, see ["Reviewing Multiple Sequences" on the previous page](#).
- For Media Composer v2023.12.x – v2024.2.x, the annotations made during the session are for that one session and the one sequence or project reviewed during that session.

Avid recommends that you initiate a new session for each sequence or project being loaded if you plan to import the comments as markers into the timeline. If you annotate multiple sequences in the same session, the Session summary file will include comments for each sequence. This will lead to inaccurate results when importing the file back into Media Composer.

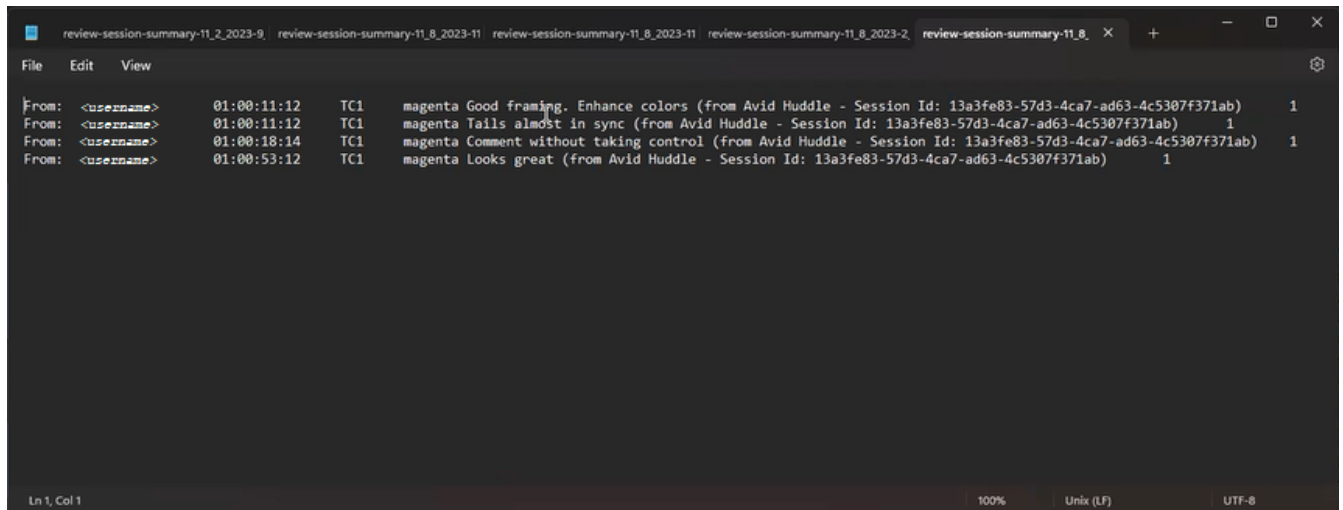
Avid Huddle stores your session summary in your default MS Teams download folder as either PDF or text. Note the following:

- You can use the **text** version of the session summary to import markers (comments only) into Media Composer.
- Or use the **PDF** version as a standalone summary of the session you can review and which includes the Timecode-based comments along with any drawings added during the session.

File names use this format:

```
avid-huddle-summary-[SESSION_ID].zip
```

The following illustration shows a sample file in **text** format:



```
review-session-summary-11_2_2023-9 review-session-summary-11_8_2023-11 review-session-summary-11_8_2023-11 review-session-summary-11_8_2023-2 review-session-summary-11_8_ X + - □ X
File Edit View
From: <username> 01:00:11:12 TC1 magenta Good framing. Enhance colors (from Avid Huddle - Session Id: 13a3fe83-57d3-4ca7-ad63-4c5307f371ab) 1
From: <username> 01:00:11:12 TC1 magenta Tails almost in sync (from Avid Huddle - Session Id: 13a3fe83-57d3-4ca7-ad63-4c5307f371ab) 1
From: <username> 01:00:18:14 TC1 magenta Comment without taking control (from Avid Huddle - Session Id: 13a3fe83-57d3-4ca7-ad63-4c5307f371ab) 1
From: <username> 01:00:53:12 TC1 magenta Looks great (from Avid Huddle - Session Id: 13a3fe83-57d3-4ca7-ad63-4c5307f371ab) 1
Ln 1, Col 1 100% Unix (LF) UTF-8
```

Alternatively, the following illustration shows a sample file in **PDF** format (note that files can be longer than this example):

Project Name			Sequence Name		Session ID	
Local Test			Sequence_03		a035c290-1468-4088-b38f-137251b316b4	
#	Date	From (User)	Timecode	Text	Image	
1	11/21/2023, 11:37 AM	<username>	01:00:06:06	This frame feels a bit dim. Can we increase the overall brightness to enhance visibility and bring out more detail? It'll create a more engaging visual experience.		
2	11/21/2023, 11:37 AM	<username>	01:00:23:03	I'm noticing some shadows on the subject's face in this shot. Can we add a fill light to soften those shadows and ensure the facial expressions are well-lit? It'll improve the overall cinematography.		
3	11/21/2023, 11:38 AM	<username>	01:01:04:25	-		

To import the Timecode-based comments into Media Composer:

1. With the video sequence loaded in the Media Composer **Record monitor**, go to **Tools > Markers**.
2. In the **Markers** window menu in the bottom left, select **Import Markers**.
3. Browse to the location of the saved Avid Huddle session summary text file and select it, then click **Open**.
4. Media Composer imports the session summary. Now the session comments are available as Timecode-based markers in the video sequence timeline.

For information on using markers in Media Composer, refer to the [Media Composer Editing Guide](#) and the sections *Using Markers*, *Using the Markers Window*, and *Exporting and Importing Markers*, or look for these topics in the Media Composer Help.

Avid Huddle for Participants and Guests

Notes for Mobile Users

If you want to use Avid Huddle via your mobile device, note the following:

- The Avid Huddle app is **not** required to join an Avid Huddle session.
- You must have the MS Teams app installed on your mobile device. This can be Android, iOS, or another relevant mobile platform.
- As a mobile user, you only can **join** an Avid Huddle session and participate verbally in the review.
- Once you leave an Avid Huddle session, you cannot re-join the same session.
- You cannot host an Avid Huddle session via mobile as it requires Media Composer, which is not available for mobile.
- Refer to "[Prerequisites](#)" on page 9 for needed software.

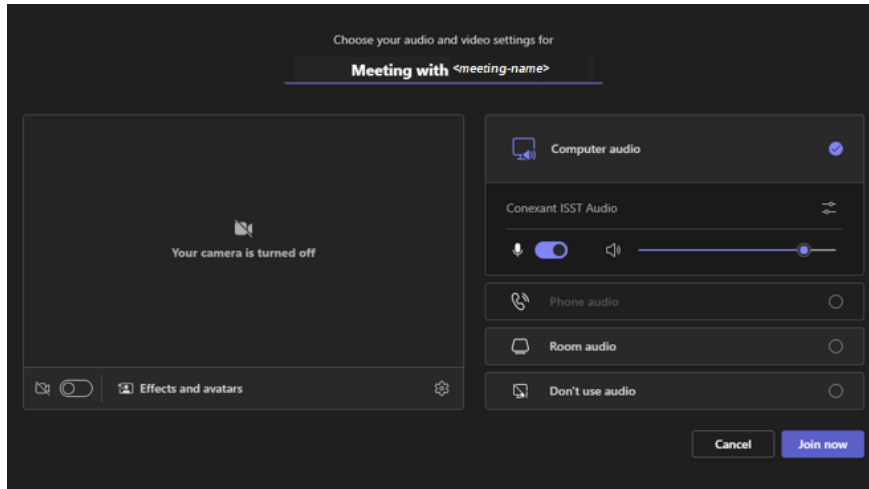
Joining an Avid Huddle Session

To join an Avid Huddle session:

1. You receive a Microsoft Teams meeting invitation or a link to a meeting.
2. Join the meeting as usual or click the link.



You can use the Microsoft Teams on your local system, or, if you use Avid Edit On Demand, you can use the Microsoft Teams found in your Media Composer Edit seat. You can join an Avid Huddle session even if you do not have Microsoft Teams.



3. Review your settings then enter the meeting by clicking **Join now**.

For information on tools you can use during a session, refer to "[Meeting Tools and Notes](#)" below.

Leaving an Avid Huddle Session

To exit an Avid Huddle session:

- When the meeting ends, exit Microsoft Teams as usual; click **Leave** (upper right).

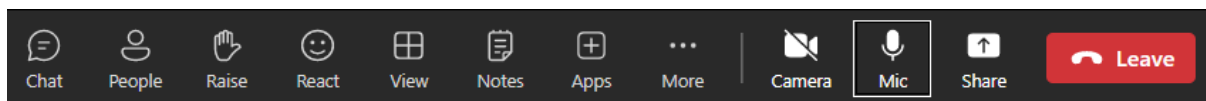


*Once you leave a session, you **cannot** re-enter the same session.*

Meeting Tools and Notes

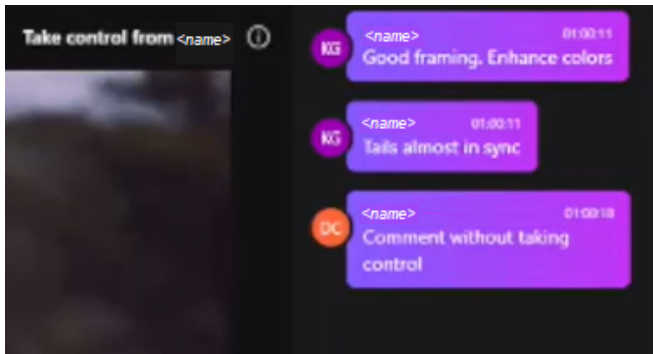
Note the following about the Avid Huddle session in Microsoft Teams:

- The video stream is in the main body of the window.
- All the normal Microsoft Teams meeting controls apply (see top right of window).



- On the right side is the annotation list, where annotations or comments display (see image below).
- To draw on the screen, click **Take control from <name>** in the upper right, next to the annotations list.

You must do this in order to display and use the drawing tools.




 Clicking on the Info icon reveals additional session details.

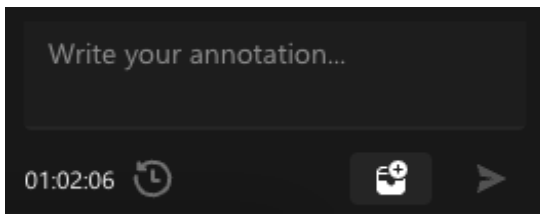
- The label changes to **In control** and the tools available to you display. You now can draw at will on the screen.



- Similar to Microsoft Teams chat, enter annotations in the lower right where **Write your annotation...** displays. The annotations display above this text box on the right side of the screen with a **Timecode** attached. You may see a **User Consent** pop up; refer to "[Avid Privacy Policy](#)" on the next page for more information.

 You do not need to take control to enter annotations; you can do this at any time during the session.

 The moment you start entering an annotation, the annotation is timestamped with your start time while the video is playing.



- Note the video **Timecode** that displays below the annotations text box.
- Click the button in the bottom right to add a drawing to the annotations with a **Timecode** attached.



- For the host, use Play, Pause, Forward, and Backward from within Media Composer.
- To the left of the Timecode, find sound and screen size controls.



- To use your entire screen for the session, click **Full Screen**.



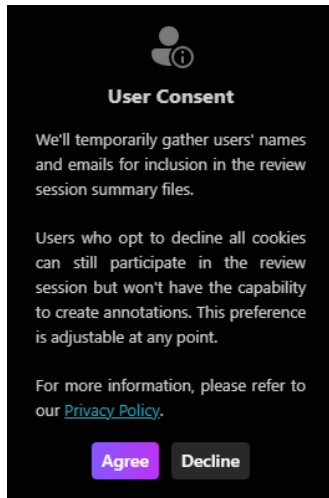


When in **Full Screen** mode, this applies only to you and no others. Note that you **cannot** add or edit comments, nor can you draw on the screen. This applies only for mobile users.

- When in **Full Screen** mode for mobile, you only see the video. Any tools, buttons, or other interface items are not visible – only the video. In addition, you cannot see any overlaid drawings.

Avid Privacy Policy

If you are a meeting participant and you are NOT part of the host's company, you will be asked to agree to the Privacy Policy when you make an annotation. A pop up displays where you can consent to the terms:



Avid encourages you to review our Privacy Policy by clicking **Privacy Policy** (this opens a new window).

The Avid Huddle session starts even if you have not agreed; however, when you attempt to make an annotation, the **User Consent** pop up displays. Click **Agree** and you can make your annotation.

Avid Huddle saves your Privacy Policy response for 15 days in a cookie.

If there were project file updates between any Avid Huddle sessions you join, you will need to agree again, and another 15 days starts.

4 Additional Avid Huddle Information

This chapter includes additional information for working with Avid Huddle and Media Composer.

Troubleshoot Common Issues

If you have issues using Avid Huddle, Microsoft Teams, or Media Composer, check the following items for information.

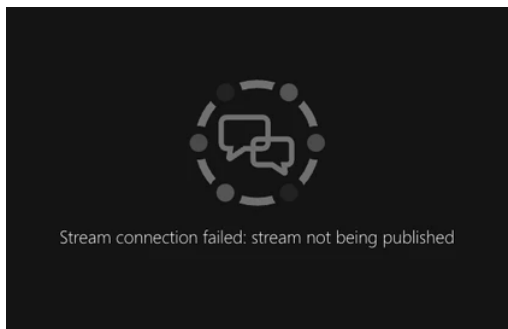
If you find that you need to contact Avid Support, Avid's representatives will determine whether the support case is an Avid issue or associated with Microsoft.

If the support case is tied to Microsoft, then you will receive the appropriate information to contact Microsoft support.

Streaming not available for Avid Huddle

Error: Stream connection failed: stream not being published

Issue: There is a streaming issue during an Avid Huddle session.



Troubleshooting options:

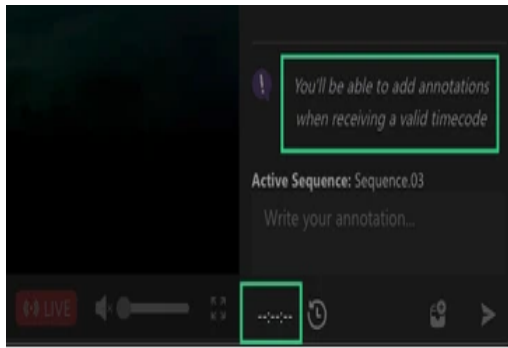


These options are not dependent on each other.

- **Option 1**
Confirm that SRT stream is being sent from Media Composer.
Navigate to the **Broadcast icon > SRT > Configure > Status**.
The **Status** should show as **connected**.
- **Option 2**
Play the video in Media Composer or scrub through the timeline.
- **Option 3**
Restart the stream.
- **Option 4**
Check for any firewall or internet connection blocks that could affect the stream.
- **Option 5**
Make sure that the **SRT password** field is empty.
Navigate to the **Broadcast icon > SRT > Configure > General > Password**.

Missing or invalid Timecode

Issue: Timecode fails to arrive or is sent incorrectly, disrupting the annotation mechanism.



Troubleshooting options:

 *These options are not dependent on each other.*

- **Option 1**

Check that the **Ancillary Data** option is activated in Media Composer. Navigate to **Setting > General > Generate Ancillary Data**.

- **Option 2**

Play the video on Media Composer to ensure proper playback.

- **Option 3**

Restart the streaming process.

Turn off the stream by clicking the **Broadcast** icon, then restart it to resume broadcasting.

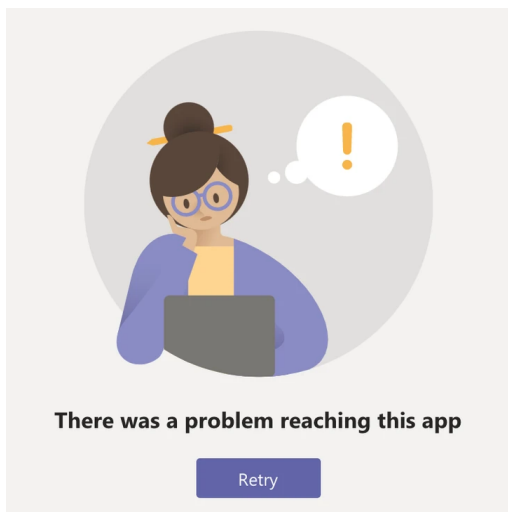
- **Option 4**

Make sure that the project format is compatible with Avid Huddle. Refer to "[Video Formats](#)" on [page 23](#).

Problem reaching the app when initiating Avid Huddle in the MS Teams meeting

Error: There was a problem reaching this app

Issue: There is an error when initiating Avid Huddle within MS Teams.



Troubleshooting options:



These options are not dependent on each other.

- **Option 1**

Ensure that you have the latest version of the MS Teams desktop app installed.

- **Option 2**

Restart MS Teams.

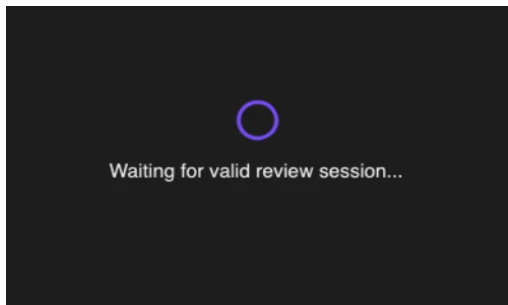


If this error persists, investigate whether MS Teams is encountering any issues (for example, an antivirus app) or if there are underlying issues in your environment (cloud, on-prem, network, etc.)

Waiting for valid review session when initiating Avid Huddle in the MS Teams meeting

Error: Waiting for valid review session...

Issue: There is an error while starting a review session (app is stuck).



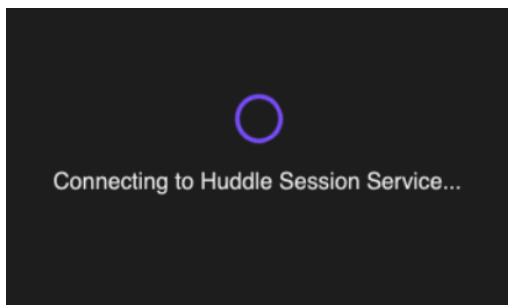
Resolution:

- Verify that you are logged in as the session owner and that you are using the same email address used to create the session.

Connection issue when initiating Avid Huddle in the MS Teams meeting

Error: Connecting to Huddle Session Service...

Issue: There is an error connecting to Avid Huddle within MS Teams (app is stuck).



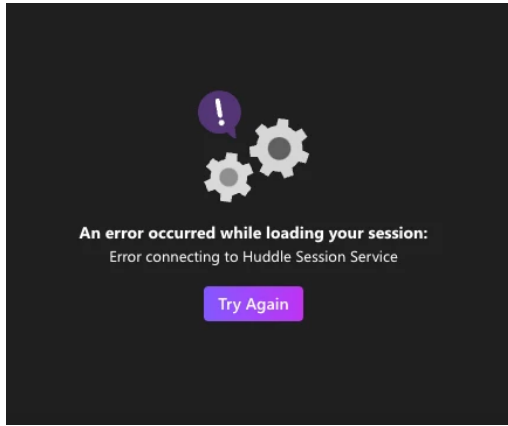
Resolution:

- Click **Restart Huddle** until the service reconnects.

Error while connecting when initiating Avid Huddle in the MS Teams meeting

Error: Error connecting to Huddle Session Service

Issue: There is an error loading and connecting to Avid Huddle within MS Teams.

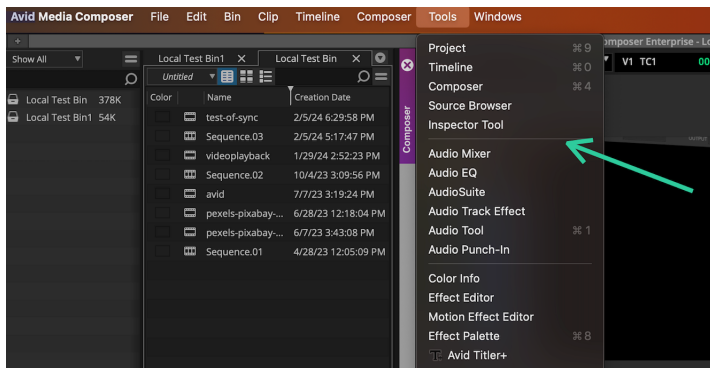


Resolution:

- Click **Try again** to re-attempt the loading and connecting.
- If the issue persists, log out and then log in again.

Avid Huddle is missing from the Tools menu

Issue: You cannot find Avid Huddle on the **Tools** menu in Media Composer.



Troubleshooting options:

 *These options are not dependent on each other.*

- **Option 1**

Verify that you have the correct version of Media Composer (2024.2) and that Avid Huddle was selected during the installation.


- **Option 2**

Confirm whether the `avid-huddle.avpi` file is installed correctly on your system. Check this location:

- **Windows:** `C:\ProgramData\Avid\PanelSDKPlugins`
- **Mac:** `/Library/Application Support/Avid/PanelSDKPlugins`

- **Option 3**

Contact Avid Support for assistance.

 *Whenever the `avpi` file receives an update, you must restart your system.*

Landscape mode issue on mobile devices

Issue: Avid Huddle does not remain in landscape mode when using the MS Teams mobile app.

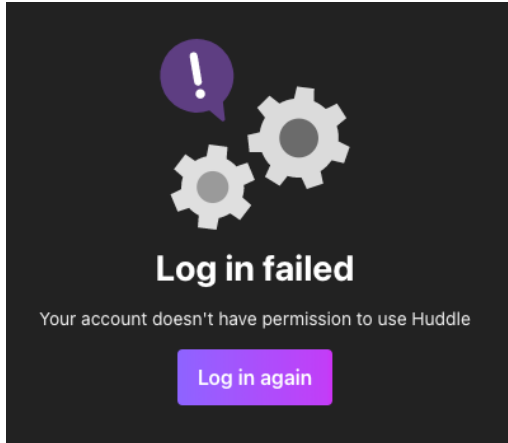
Resolution:

- During an ongoing MS Teams meeting while you are using the MS Teams mobile app, tap on the microphone icon and select **Full Experience** to unlock all functionalities.
- Restart the MS Teams mobile app to ensure that any changes you made take effect.

No permission to use when using Media Composer panel for Avid Huddle

Error: Your account doesn't have permission to use Huddle

Issue: You do not have access to log in to Avid Huddle.



Resolution:

- Verify that you have the entitlements to use Avid Huddle.
- Go to my.avid.com/products and log in. Check that Avid Huddle is on your list of products.

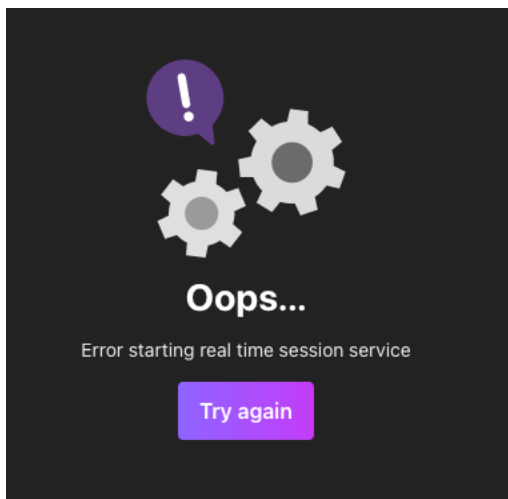


If Avid Huddle is on your list of products, but you still cannot log in, contact Avid Support for assistance.

Error starting real time session service when using Media Composer panel for Avid Huddle

Error: Error starting real time session service

Issue: There is an issue when starting the Avid Huddle session service.



Resolution:

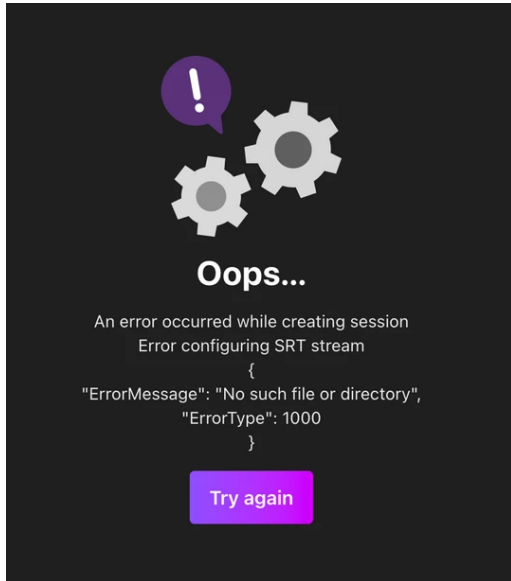
 *These options are not dependent on each other.*

- **Option 1**
Click **Try again** to start the session service.
- **Option 2**
If the issue persists, log out of your system and then log in again.

No such file or directory when using Media Composer panel for Avid Huddle

Error: No such file or directory

Issue: The system cannot find the appropriate directory or file.



Resolution options:

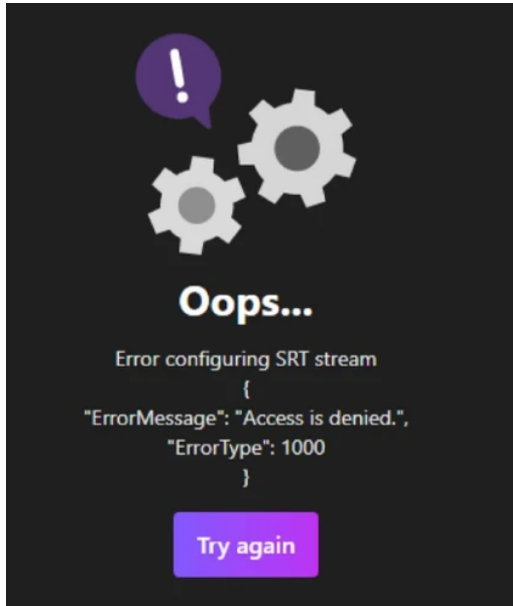
 *These options are not dependent on each other.*

- **Option 1**
Verify that you have the correct version of Media Composer (2024.2) and that Avid Huddle was selected during installation.
- **Option 2**
Ensure there are XML files on your system. Look in the following location:
 - **Windows:** %LocalAppData%\Avid\OpenIO
 - **Mac:** /Users/<username>/Library/Application Support/Avid/OpenIO

Access denied when using Media Composer panel for Avid Huddle

Error: Access is denied

Issue: You cannot access Avid Huddle.



Resolution:

- Contact Avid Support for assistance.

A Security Information

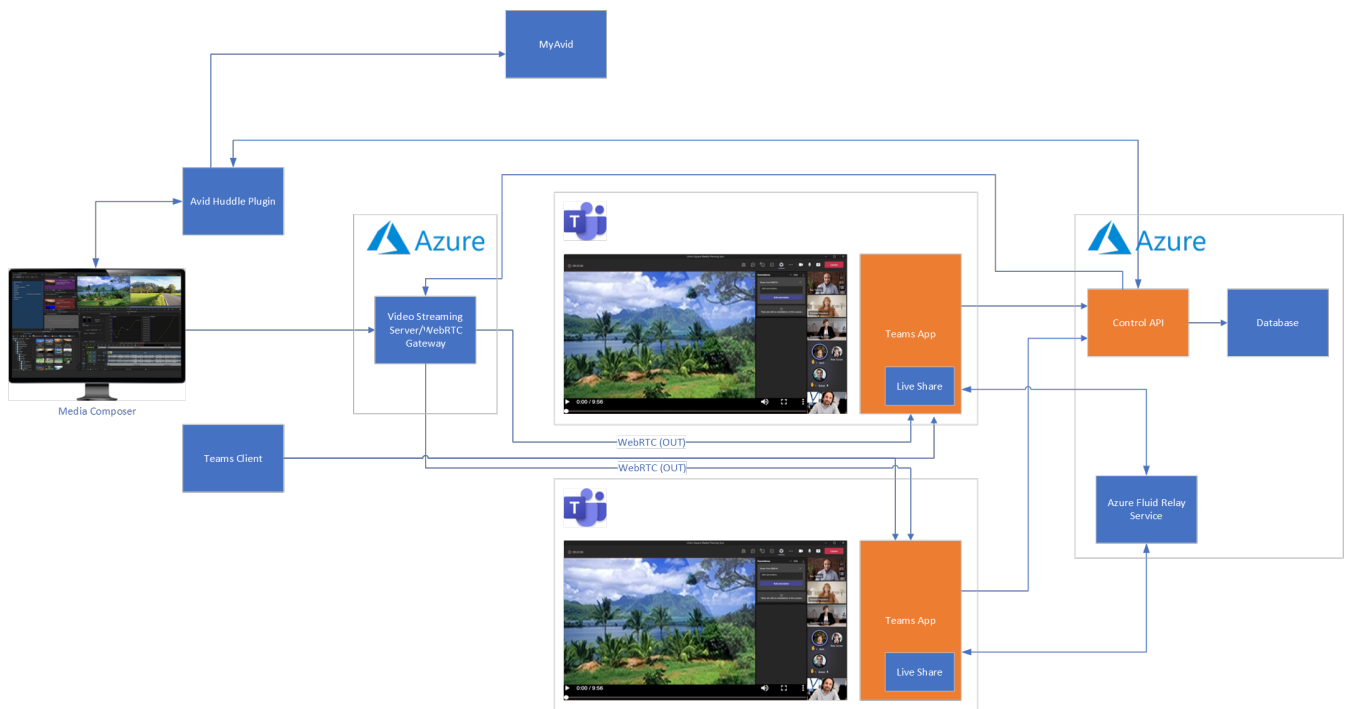
Avid Huddle enables you to send Secure Reliable Transport (SRT) live streams of your Media Composer output directly into Microsoft Teams. This remote “over-the-shoulder” (OTS) view of your work in Media Composer gives your production team the capability to share works-in-progress and give real-time feedback in a familiar, collaborative environment.

This security appendix describes security-related aspects of Avid Huddle, a Software as a Service (SaaS) product. It covers areas that are of interest when running Avid products and solutions in intranet and internet environments along with a cloud provider.

For additional information on port networks used by Avid Huddle, see the *Avid Networking Port Usage Guide* on the Avid Knowledge Base at: https://kb.avid.com/articles/en_US/readme/Avid-Networking-Port-Usage-Guide.

System Diagram

The following diagram provides an overview of the Avid Huddle flow architecture. It shows the communication flow between Media Composer, Media Server, and the MS Teams application using tokenized web services in a secure Microsoft Azure Cloud environment.



Through the Avid Huddle plug-in directly installed on Media Composer, session hosts authenticate using their active My Avid accounts and can initiate a review session. The Control API manages this session and is protected by token and Web application firewall (WAF). Following authentication via My Avid, only the session host's email address is stored in the database for correlation with the My Avid account. It is crucial to emphasize that this data is restricted, and no other user has access to it. Once the session is created, the Control API returns unique tokens for that transmission and automatically configures Media Composer, allowing for a secure transmission to stream from it.

The Video Stream Server receives the stream in SRT protocol and converts it to WebRTC, as all tokens are automatically validated by the Video Stream Server's security system, located in the Microsoft Azure cloud. Finally, the MS Teams App can consume the WebRTC via a unique token. Throughout the session host's flow in the MS Teams App, the Control API serves as an access validator, ensuring that the session host transmits only to the session they belong to.

Azure Fluid Relay enables real time communication, creating a secure collaboration environment where users can watch the same stream and engage in protected interactions for the current session. Once the session concludes, all communication closes, and no session data persists which ensures complete protection and confidentiality.

Data Transmissions

Avid Huddle uses access tokens in all data transmissions to provide security. There is a unique token for each request. Each stream goes from Media Composer through the gateway to the Azure Fluid Relay Service.

Every stream uses a unique token as protection. The gateway (media server) refuses any stream that does not have the token. There is one token for each Avid Huddle session. The system generates a new token every time an Avid Huddle session gets created.

The Control API in the Azure cloud verifies account permissions. In addition, there is an automated security verification service across all transmission pathways.



There are two different tokens used by Avid Huddle. One is for the stream sent from Media Composer. The second token is for MS Teams to consume the stream. Both tokens are unique for the stream channels created.

Encryption and Data Protection

Media Composer streams use an SRT protocol protected by tokens. Avid Huddle uses a media server to convert this SRT stream to a Web Real-Time Communication (WebRTC) format so that it is available for consumption by Avid Huddle.

Avid Huddle encrypts all communication with the media server (gateway), both to send and to consume the stream. In this way, there is no data interception along the way.

As no Avid Huddle session stores audio or video, there is no data flow. Media Composer streams into an Avid Huddle session as a live feed. There is no recording or saving of the live feed. Therefore there is no audio and video stored anywhere. Since the session is a live feed, once the session closes, no media from the session persists.

Identity and Access Management

Administrators for Avid Huddle must have a My Avid account in order to obtain information necessary for installation and license activation. Administrators add users (hosts) to Avid Huddle licenses. If a user is not listed on a license, then they cannot be a host.

For hosts, access to Avid Huddle comes through My Avid accounts, Media Composer accounts, and Microsoft Teams accounts. Anyone hosting an Avid Huddle session must log in to these three accounts. In addition, hosts require being listed on an Avid Huddle license. Without the license, there is no access to Avid Huddle.

Avid Huddle session participants enter via an invitation from the Avid Huddle host. Participants in Avid Huddle sessions log in through Microsoft Teams, but a Microsoft Teams account is not required for joining an Avid Huddle session. See "[Types of Participants](#)" on page 22. If you find anonymous users in sessions, refer to the Microsoft article [Manage anonymous participant access](#) for further information.

Personal Information

Avid follows the General Data Protection Regulation (GDPR) of the European Union (EU) and the California Consumer Privacy Act (CCPA). Refer to [Avid's Privacy Policy Statement](#).

Monitoring, Logging, and Auditing

Monitoring

For subscriptions and systems, Avid collects health and performance data and stores it in a central repository. The retention period for such data is 60 days.

Logging and Alerts

The system activates cloud-based logging for customer subscriptions. Certain events generate alerts that route to the appropriate Avid team.

Activity Logs

Azure includes a [platform log](#) that provides insight into subscription-level events. This activity log includes information on when a resource changes and other items. Avid personnel can view the activity log in the Azure portal or retrieve entries with the help of an API.

Firewall Flow Logs

Avid can activate firewall Flow Logs in Azure. Flow Logs are a feature that allows Avid to log information about IP traffic flowing through a firewall. Flow data is sent to storage accounts where it can be accessed and exported to a visualization tool, to Security Information and Event Management (SIEM), or to an Intrusion Detection System (IDS). Customers do not have direct access to this information.

Vulnerability Assessments

For all releases of products, Avid implemented a process that requires a security checklist sign-off from all stakeholders for the respective release. This process makes sure that, from design to implementation and deployment, all parties confirm that their deliverable complies with best practices. In addition, Avid scans source code using source code analysis tools, and also regularly scans test deployments for vulnerabilities.

System Scans

Prior to releasing a solution to Production and making it available for customers, Avid conducts vulnerability scanning of test deployments using the Nessus® scanning tool. Avid uses the results from the scans to harden the environment.

Code Scans

As outlined earlier, the source code of Avid standard products gets checked during product development and during the product's lifecycle. To make sure Avid does not introduce additional risks to the deployment code, Avid conducts additional recurring code scans with Snyk©. This solution helps discover and fix vulnerabilities in the code introduced by other components. Avid assesses any findings directly so that releases do not add additional risks to the solution.

Vulnerability Remediation

Operating Systems

For each release (and at least once a quarter), Avid checks and updates the corresponding OS builds as needed. Long-running deployments implement a patching schedule that covers installation of critical and high-risk security patches. Zero-day vulnerabilities are taken care of immediately, and patching is done as soon as a patch becomes available.

Avid Products and Components

All Avid products and components have their own release cycles. Security review is part of each product release. In case of critical issues of any component that is employed in an Avid solution, Avid updates the relevant piece of software once a fix becomes available.

Third Party Software

Third party software products contribute to Avid Huddle. While Avid is not responsible for the security of third party software, Avid observes any security-related updates and makes sure to incorporate them into our releases. Business critical fixes roll out to customers as soon as they become available.

Penetration Testing

Avid conducts penetration testing on an on-demand basis. We intend to increase the frequency of penetration testing to cover every major release.

Avid does not share penetration test results with customers, but supports customers who want to do their own tests. While such tests should be done in close cooperation with Avid Engineering, the level of engagement needs to be fixed upfront. If the involved effort for preparing the environment for penetration testing exceeds two (2) hours, Avid might involve the Professional Services team (which will be a paid engagement).

Exceptions

Avid limits direct access to Avid's infrastructure and its resources to Avid employees, and permits only a small group of engineers to connect and act on those resources. If customers need maintenance, investigation of issues, and/or other cloud environment-related work, they should reach out to Avid Customer Support and ask for help.

Logs of any kind within an Avid subscription are accessible to Avid personnel only. In case of a breach or if logging details are needed, customers should contact Avid Customer Support and ask for support and investigation of the issue.

Avid does not share testing results, neither from vulnerability assessments nor from penetration testing. In case of any kind of security assessment customers may want to conduct, they should contact Avid Customer Support. Requests will be routed by this group within Avid to the appropriate team.