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| How to use Live Captions and Transcripts in Teams |
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| Welcome to this short video on how to make Microsoft Teams accessible to a diversity of users using live captions and transcripts. This is available in the New Teams for Schools and Students. Personal Teams accounts permits captions but not transcripts. |
| Live Captions: Teams detects what is spoken in a meeting and presents real-time captions of this.   1. Prior to a meeting, Open Teams in the desktop App or web-based Teams. Go to Settings by clicking on the three dots “…” at the top right of the screen beside your organization and photo or initials. This will open a box where you can click on Settings.   Screenshot of the location of the Settings after signing into Teams.   1. On the left of the screen under Settings find ‘Captions and transcripts.’ Then on the right you will see several options: Automatically be identified as yourself in meeting captions and transcripts, Filter profane words in meeting captions and to Always show live captions in meetings. It is suggested to leave ‘Always show live captions in meetings’ turned off at this point. They can be turned on individually within the Teams meeting. Instructions for this are shown in Step 3.   Note: Teams doesn’t save captions. To get a transcript of captions download it after the meeting. Instructions are shown later in this video.  Screenshot of the Settings within the Teams home page. Indicating the Captions and transcripts area plus the toggle switched o turn on or off.    Now you are ready to go into a live Teams meeting. Go to your Calendar located in the left column below Assignments. Screenshot of the location of the Calendar under Assignments in Teams.  Get into a live meeting by joining a meeting already set up in your calendar, or # Join with an ID or Meet Now.  Screenshot of a scheduled Teams meeting in the Calendar.  Screenshot of the box saying #Join with an ID or Meet now in Teams.   1. Once in the Teams meeting you can turn on live captions. Click on the three dots ‘…’ above ‘More’ Screenshot of the three horizontal dots above More once in a Teams meeting.  near the top right of your screen between Apps and Camera. A dialogue box will open. Click on ‘Language and speech’ then click on ‘Turn on live captions.’ Captions will then start to appear according to your Caption settings.   Screenshot of the drop-down menu below three horizontal dots above More indicating Language and speech and Turn on live captions.   1. The appearance of Captions on your screen will show according to your Settings within the Teams Meeting. As shown here they appear at the bottom of the Teams screen, with a black font on a white background.   Screenshot of an example of the caption box with two lines of text and an arrow pointing to the gear for caption settings in a Teams meeting.  To adjust the appearance, click on the gear at the top right of the caption box. This will open the Caption settings Screenshot of the gear for caption settings within a caption box in a Teams meeting.  where you can customize how you want the captions to appear in the meeting. You can confirm or select the spoken language and see a  sample of what your captions will look like. Then you can customize the font colors, background colors, the height of the caption box, the  position at the top or bottom of the Teams screen and set the font size.  Screenshot of caption settings showing the choice of spoken language and how your captions will look in a Teams meeting.  Screenshot of caption settings showing the choice of Font colours, Background colours, Height, Position and Font size in a Teams meeting.  **Transcripts**   1. Start a Transcript by turning it on in a live meeting. Go to Screenshot of the three horizontal dots above More once in a Teams meeting.  , click on ‘Record and transcribe’ then select ‘Start transcription’.   Screenshot of the drop-down menu below three horizontal dots above More indicating Record and Transcribe and Start transcription.  Next, select the language everyone is speaking. When done a text box lets you know the transcription has started and a column on the right shows that the Transcript has started and will show the text of what is being spoken as the meeting goes along.  Screenshot of What language is everyone speaking. Indicating English as the spoken language and confirm or cancel. Screenshot of indicating that a transcript has started and the time.    By clicking on the gear in the Transcript box you can select and confirm the spoken language.  Screenshot of the Spoken Language and choice of languages shown in the settings of the Transcript pane.   1. When done creating a Transcript, go to Screenshot of the three horizontal dots above More once in a Teams meeting. , select ‘Record and transcribe’ and then select ‘Stop transcript’. A text box lets you know the transcription has stopped and it’s also shown in the column to the right. You also have the option to ‘Hide transcript’.   Screenshot of the drop-down menu below three horizontal dots above More indicating Record and Transcribe and the option to Stop transcription.  Screenshot of indicating the time a transcript has stopped.   1. Once the Teams meeting is finished, you can locate the Transcript by clicking on the Chat A black and white chat icon of Chat in Teams.      area on the left your Teams Home page. This will open the Chat area for all your meetings. Select the meeting you want and click on Chat in the horizontal bar that states “Meet with person x” to show the details for that meeting then click on Transcript.   Screenshot of the Chat area for a specific meeting. Indicating the Meeting ending time and if there is a Transcript.   1. Once the Transcript is open it will show all spoken text while Transcipt was turned on during the meeting with a timestamp of when it started and when it stopped. You can Download the Transcript by clicking on the down arrow to the right of ‘Download’ which opens a dialogue box for this.   Screenshot of the Chat area for a specific meeting. Indicating the Transcript, Download area and details including the text of a transcript.  Screenshot of the Download area for a transcript. Options to download as a .docx or .vtt file.  Thank you for viewing this short video on using live captions and transcripts in Microsoft Teams.  Roberta Thomson, Adaptech Research Network  Funding: Entente Canada-Québec (ECQ) |