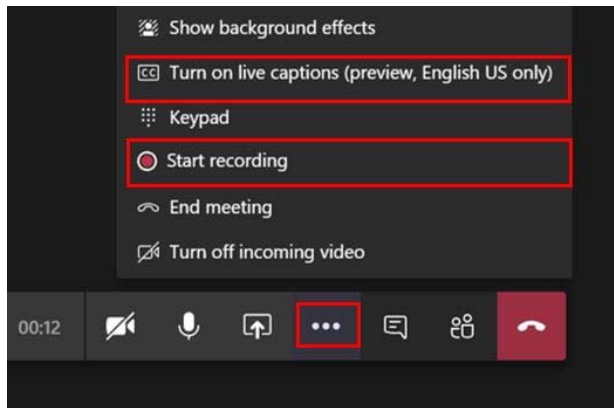# MS Teams – Live captions and transcripts for your recordings

To turn on Live Captions, join your meeting and clicking the 3 dot icon in the center of the toolbar.

When the meeting ends click the 3 dots again and **stop recording** and then end the meeting. **<u>Note:</u>** Live captions will not automatically display when you play back the video. You need to edit the settings to generate a transcript. This will give you the option to turn on captions and subtitles in your video.
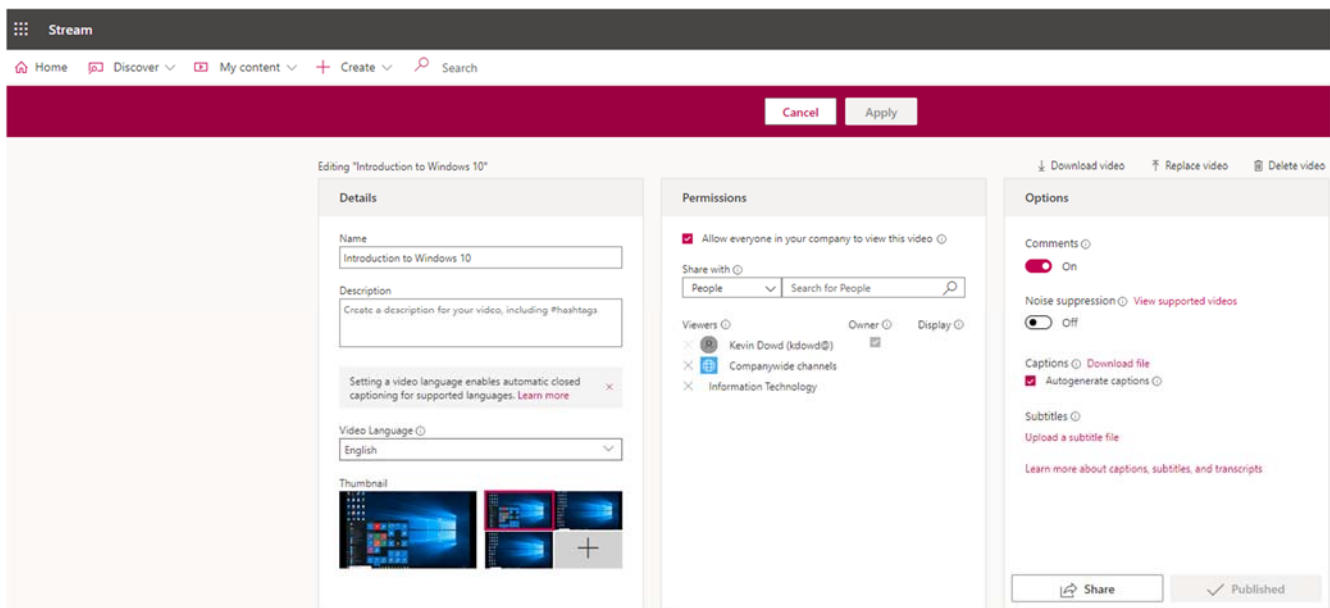
Recordings are stored in MS Stream and can be accessed in your chat history or by opening MS Stream. To access your video in Stream:

- Login to office.com with your email address/password

- Open Stream (if you not see stream click the icon at the bottom left to show all apps)
- Go to My content – Videos

Generate a transcript for your video

1. To the right of your video, click the pencil icon (update video details)
2. In the video language box, select English (bottom left)
3. Then select auto generate transcript (right side)
4. Click the Apply button (top center)
5. You also have the option to download the transcript. Be aware that it is a .vtt extension, but you can open it by right clicking on the file and choose Open With. Then open it in Notepad.
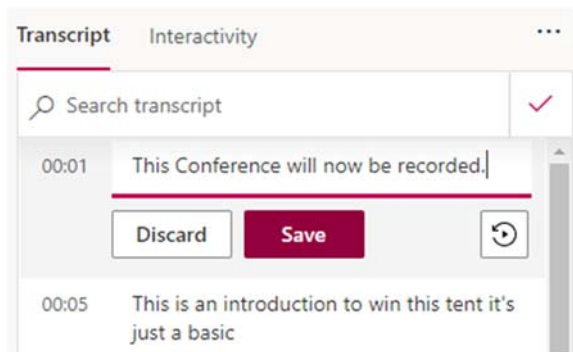

6. How long it takes to generate the transcript depends on how long the video is. When the transcript is ready, it will display in a pane to the right of your video and the relevant text will be highlighted as the video plays. You will also be able to edit the transcript, but that will not affect the Closed Captions.
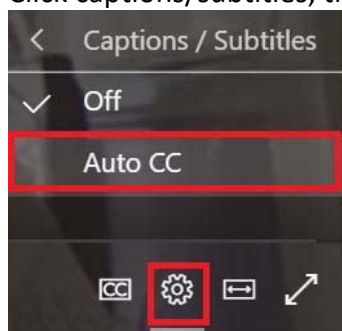
Edit Transcript

1. Pause the video
2. Click the pencil icon at the top of your transcript to edit it
3. Make your changes and click Save

Turn on captions & subtitles

1. Play your video and then pause it
2. Click the cog icon in the control bar at the bottom of your video)
3. Click captions/subtitles, then select Auto CC

4. The Captions should then be visible when the video is played and individual users will have the option to turn captions off by clicking the cc icon.