Instructions for Transcription in Microsoft Teams

Introduction

There are two options to create a transcription of a Microsoft Teams meeting:
- Live transcription (best practice)
- Post meeting, generate a transcript of the meeting recording (not as accurate as live transcription; will require editing)

If participants are TOH/OHRI staff, the meeting request should be sent to their personal email address and not their TOH/OHRI email. This will ensure they will not have access to the transcription post meeting.

Live Transcription

What is live transcription?

Live transcription shows speech-to-text of spoken content during a Teams meeting in near real time. The text appears alongside the meeting video, including the speaker's name (unless they choose to hide it) and a time stamp. Post meeting, a transcription of the entire meeting can be downloaded.

Who can turn live transcription on and off?

Anyone who meets the following criteria can start or stop live transcription:
- Has an Office 365 Enterprise E3, E5, Business Standard, or Business Premium License.

Most research staff at TOH/OHRI have an E3 license. If you do not see the transcribe feature, contact the TOH Business Analysts team (BA Team) at servicenow@toh.ca to inquire about your license.

Live transcription is currently only available:
- For scheduled meetings (not available in Meet Now meetings or channel meetings)
- When the spoken language is English.
- On the installed desktop version of Teams.

How to turn on live transcription

1. Select **More options** ••• in your meeting controls and then select **Start transcription**.
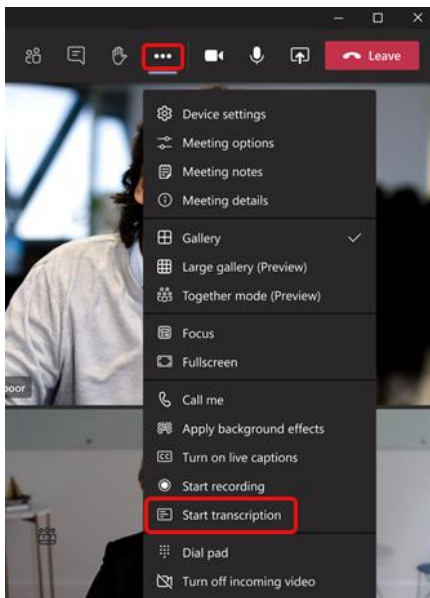
   All participants will see a notice that the meeting is being transcribed. The transcript appears on the right side of the screen.

2. Participants have the option of showing or hiding the transcription:
   - Select **More options** ••• in the meeting controls and then select either **Show transcript** or **Hide transcript**.

3. Participants also have the option of showing or hiding their identity in the transcript:
   a. Select **More options** ••• next to their profile picture at the top of Teams and then select Settings.
   b. Select **Captions and transcripts** on the left and then select the **Automatically identify me in meeting captions and transcripts** toggle to turn off the option.

4. To stop the transcription, the select **More options** ••• and then select **Stop transcription**. If the transcription is not stopped, the transcription stops automatically when all participants leave the meeting.

5. When the meeting is over, the transcript is immediately available in meeting event on the calendar. Meeting participants can download it as either a .vtt or .docx file.
   a. Select **Calendar** on the left in Teams.
   b. Open the meeting event and select the transcript.

c. Above the transcript, select **Download** and then choose the file type you want.
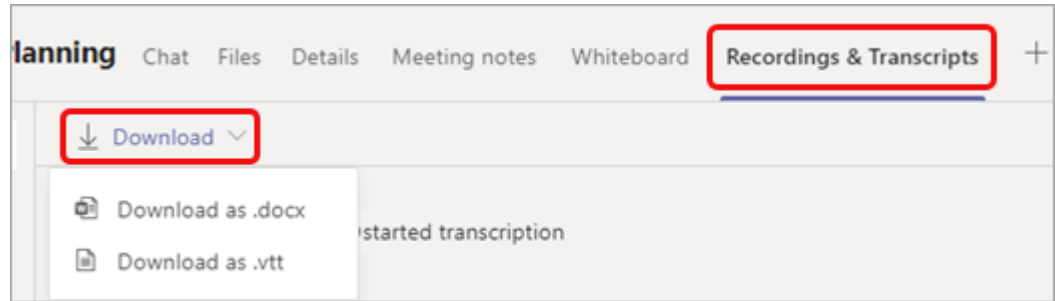

Tip: After the meeting, along with the transcript, any other available meeting-related items (attached docs, meeting notes, the recording) will also be available from the Details tab when you open the meeting event.

6. Save the transcript in the secure electronic study file (i.e.: in Microsoft Teams or SharePoint). It is not recommended that recordings be stored in OneDrive, as they would then only be accessible to the individual whose OneDrive it is and not all applicable study team members.

## Generate a Transcript of a Meeting Recording

If the live transcription feature was not used during the meeting, a transcript can be created post meeting using the meeting recording.

1. Open the meeting recording from the email you received from Microsoft Stream, or go to the meeting chat history, find the recording and select the **More options** ⋯ > **Open in Microsoft Stream**.

2. In the Microsoft Stream portal, click **More options** ⋯ > **Update Video Details**

3. In the **Details** section, select a supported video language.

4. In the **Options** section, set **Autogenerate captions** to **On**. Note, this setting won't be available if you have selected a non-supported language.

5. Select **Apply** and Stream will automatically begin generating a transcript.

6. To edit the transcript, click the pencil icon:
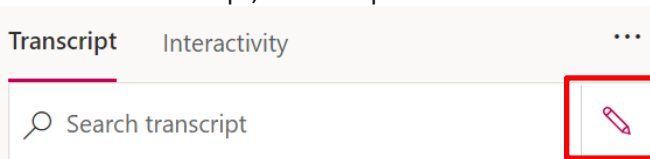
Note, only the recording owner (the person who started the recording) will be able to edit the transcript.

7. Once the transcript has been fully edited, in the Microsoft Stream portal, click **More options** ⋯ > **Update Video Details**

8. In the 'Options' section, beside 'Captions', click **Download file:**

Options

Comments ⓘ

⬤ On

Captions ⓘ Download file

☑ Autogenerate captions ⓘ
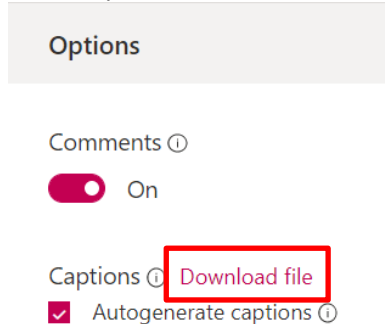
9. Save the recording in the secure electronic study file (i.e.: in Microsoft Teams or SharePoint). It is not recommended that recordings be stored in OneDrive, as they would then only be accessible to the individual whose OneDrive it is and not all applicable study team members.

Additional Resources

- Office 365 Microsoft Teams Meetings and Calls
- Live Transcription
- Hide your identity in meeting captions and transcripts
- Generate a Transcript of a Meeting Recording
- Edit a Recording Transcript