



MS TEAMS: RECORDING AND TRANSCRIPTION

USER INSTRUCTIONS

Transcription and Live Captions

Transcription provides a comprehensive record of meeting discussions. It converts spoken words into text in real-time, with speaker attribution and timestamps for context. After the meeting, the transcript is saved and can be reviewed making this ideal for meetings where detailed records are essential, such as project updates and decision-making sessions.

Live captions, on the other hand, are designed for immediate accessibility during the meeting. They enhance inclusivity by displaying real-time subtitles of spoken words on the user's screen. Unlike transcription, live captions are temporary and not saved or accessible after the meeting ends. Each participant can enable captions individually, making this feature best suited for personal accessibility needs.

Instructions on how to use Teams Live Captions are outside the scope of this document. For guidance on this feature, please refer to Microsoft's documentation here: [Use live captions in Microsoft Teams meetings - Microsoft Support](#).

Note that transcription is not available for Meet Now sessions, one-to-one calls or in Breakout Rooms

Enabling and Using Transcription

There are two important aspects of Teams Transcription that you should consider:

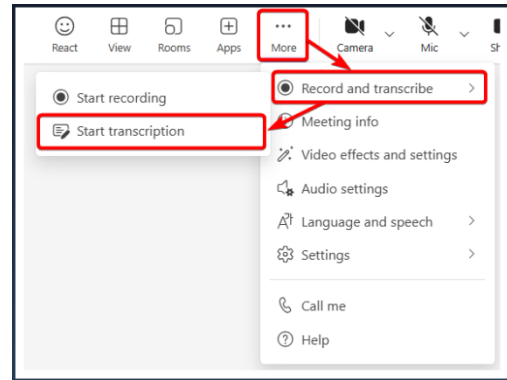
1. When you initiate a meeting recording, you will now also begin live transcription for your meeting. If you do not require a transcript, then you must manually end the transcription once the recording begins.
2. Recording is **not** required for transcription; you can transcribe a meeting without a video recording.

Scheduled Meetings and Channel Meetings

Starting Transcription

Note that only meeting organisers or University of Aberdeen users can initiate transcription.

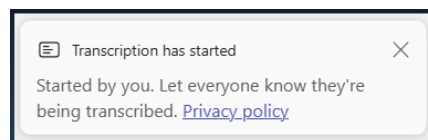
1. During the meeting, click on **More (...)** in the toolbar
2. Select **Record and Transcribe > Start Transcription**
3. You will be prompted to select the common spoken language in the meeting, make the appropriate selection from the dropdown then select **Confirm**.



Starting transcription during a meeting in MS Teams

During Transcription

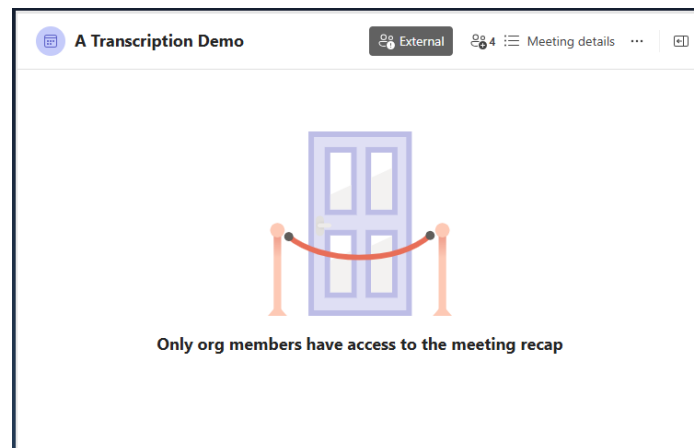
Once initiated, all attendees will be notified, and the transcript will appear in a pane on the right-hand side of the window. This can be hidden by either selecting the X button at the top-right of the transcript pane, or by clicking **More (...)** in the toolbar, then selecting **Record and transcribe > Hide transcript**.



Attendees will always be notified when Transcription has been enabled.

Guest users who are not logged into Teams will not be able to view the transcript during the meeting.

External users can only view the transcript during the meeting. Once the meeting has concluded, they will no longer have access.

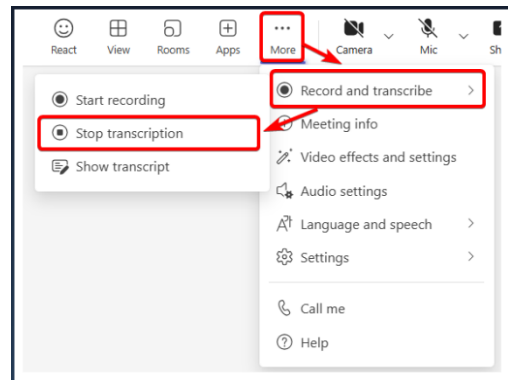


An external user attempting to open a meeting recap

Ending Transcription

1. During the meeting, click on **More (...)** in the toolbar
2. Select **Stop Transcription**

If transcription has been ended prematurely, it can be restarted by repeating the above **Starting Transcription** steps.



Ending transcription during a meeting in MS Teams

Webinars

By default, a webinar will automatically start recording when it begins. To start a webinar, join the webinar from your Teams calendar and select **Start meeting** in the meeting controls when you're ready.

To prevent a webinar from automatically recording, you'll need to turn off automatic recording in your webinar settings before the event starts. You can also stop recording during the webinar.

As the **webinar organiser**, the webinar will automatically start recording when it begins. To start the webinar, double-click the event in your Teams calendar and select Start meeting in the meeting controls when you're ready.

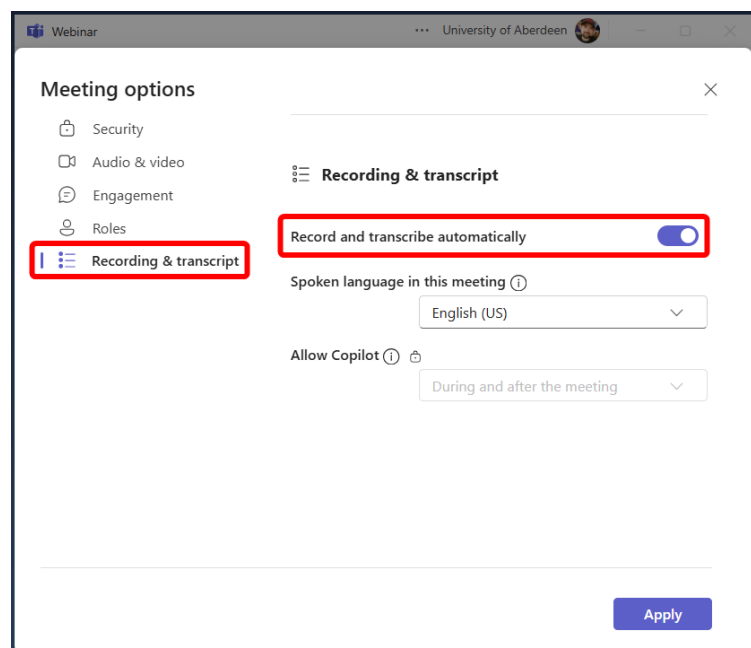
If you **do not want the webinar to be recorded automatically**, you must disable automatic recording in the webinar settings **before** the event starts. You can also stop the recording at any time during the webinar.

To turn off automatic recording before a webinar:

1. Go to your Teams Calendar.
2. Right-click your event and select **Manage event**.
3. Select **Meeting options**.
4. Turn the **Record and transcribe automatically** toggle off.

To stop recording during a webinar:

1. Select **More actions...** in your meeting controls.



Disabling automatic recording for a webinar

2. Select **Record and transcribe** > **Stop recording**.

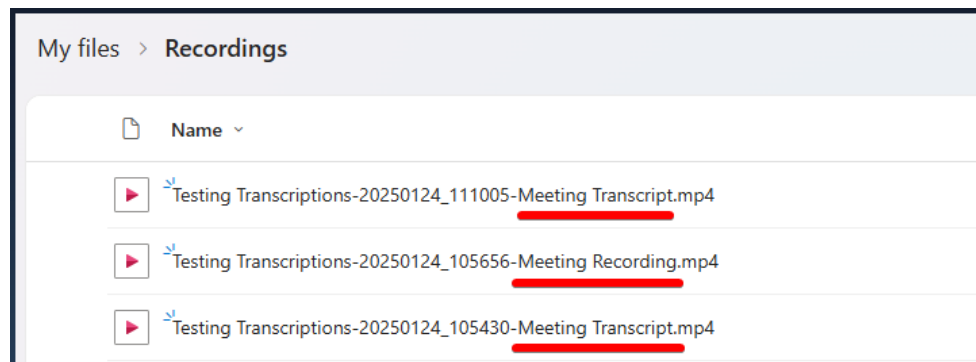
Managing a Meeting Transcript

Accessing a Transcript

Meeting transcripts are managed in the same way as recordings and will be saved in the same destination, the meeting organiser's OneDrive for scheduled meetings and the Channel's Files tab for Channel Meetings.

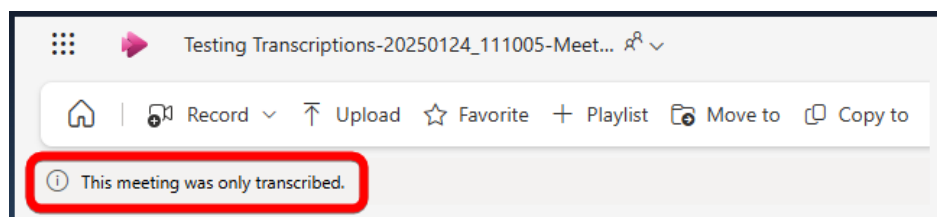
Transcripts will inherit permissions from meeting recordings and if a meeting recording is deleted, any accompanying transcript/s will also be deleted. Where a transcript has been generated without a recording, the permissions are identical: only meeting participants, invited attendees and organisers will have access.

Like meeting recordings, transcripts are saved in an .mp4 file. If you have transcribed a meeting only (i.e. no video recording) then you'll find that the saved file will be appended with "- Meeting Transcript".



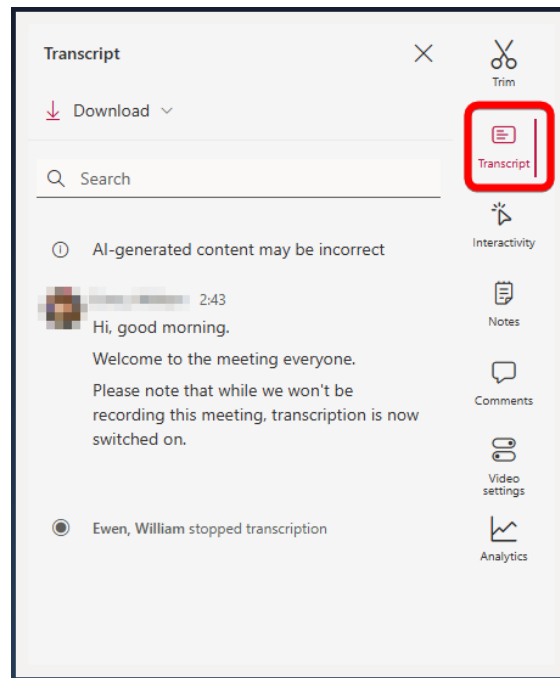
Transcripts are saved in the same destination as recordings

Upon opening a transcript file in Microsoft Stream, a message will appear above the video placeholder informing you that *This meeting was only transcribed*. There will be no video, this simply serves as a container for the transcript.



Transcripts for meetings with no recording, contain no video

Selecting **Transcript** from the right-hand menu will reveal the transcript that was generated during the meeting.

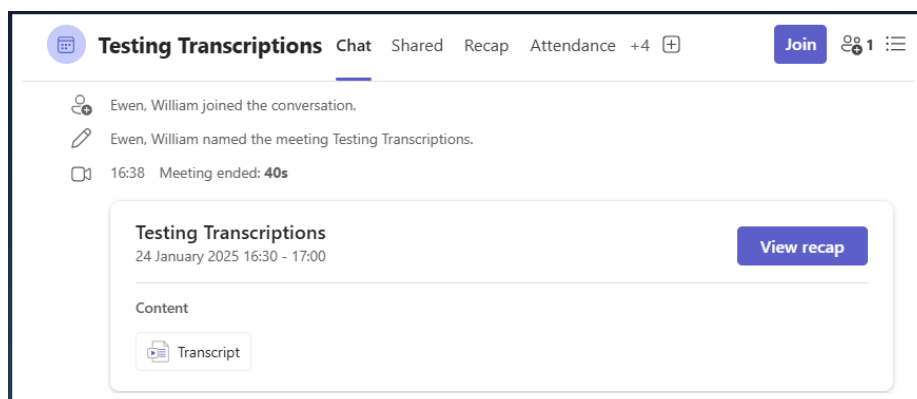


In Microsoft Stream, the transcript can be opened using the right-hand menu

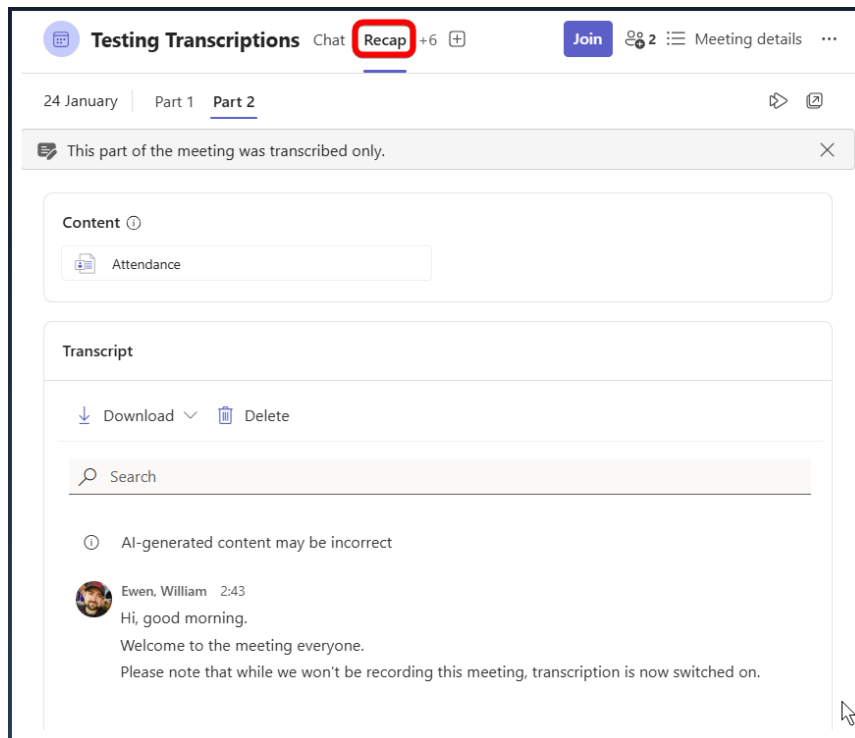
Scheduled meetings

Once your meeting has concluded, the transcript will be saved in the meeting organiser's OneDrive, in their Recordings folder. The transcript is made available to attendees:

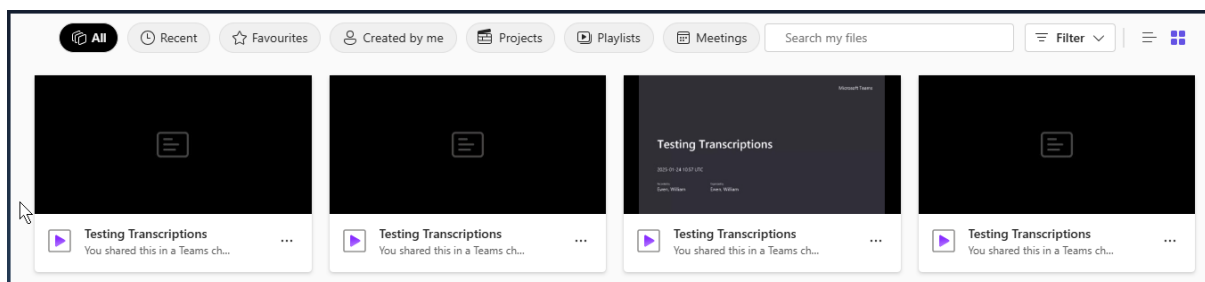
- in the Meeting Chat,
- under the Meeting's **Recap** tab, and
- on Microsoft Stream.



Transcription linked in Meeting chat



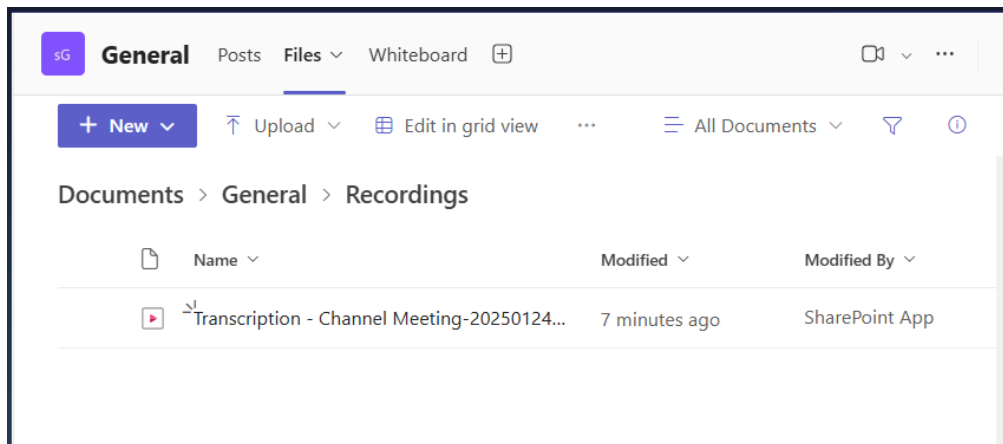
Transcription available in the meeting's Recap tab



Like recordings, transcripts are available in Microsoft Stream

Channel meetings

Once your meeting has concluded, the transcription will be saved to the Channel's documents library, this is available under the Team's Files tab, in the folder **[Channel Name]/Recordings**




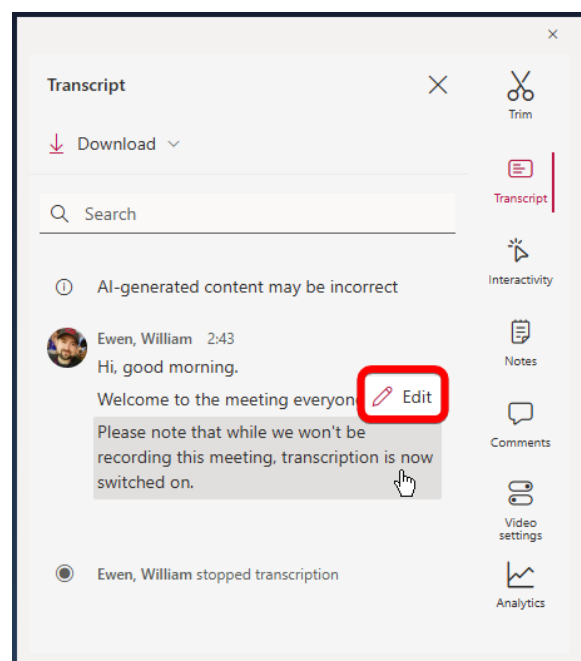
Channel Meeting transcription saved in Team's documents library

Editing a Meeting Transcript

Auto-generated transcripts must be checked for accuracy as soon as is practicable following the meeting.

Corrections to the transcript can be made by opening the file in Microsoft Stream.

1. Open the Meeting chat in Teams
2. Select the **Recap** tab, then select the transcript
3. Select the Stream icon  at the top-right of the window to open this in MS Stream
4. Select **Transcript** from the right-hand side menu
5. A new pane will open containing the transcript. You can now perform corrections by first hovering over a portion of the transcript, then select the **Edit** button that appears
6. Once you have made the necessary corrections, select **Done**.

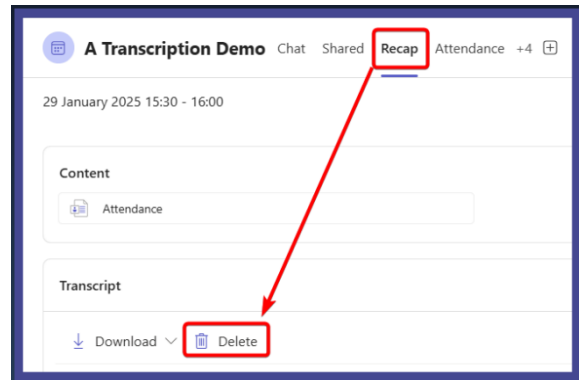


Editing a transcript in Microsoft Stream

Deleting a Meeting Transcript

The meeting organiser and co-organisers have permission to delete a transcript. To delete a transcript:

1. Open the Meeting chat in Teams
2. Select the **Recap** tab
3. Click **Delete** above the transcript.



Deleting a meeting's transcript in MS Teams from the meeting's Recap tab

Downloading a Transcript

By default, only the meeting organiser and co-organisers have permission to download a transcript. Like recordings, the transcript owner can provide enhanced access by sharing the file with **Can edit** permissions via Microsoft Stream, OneDrive or SharePoint.

Transcript Retention & Expiry

Recordings (and their associated transcriptions) are kept for 60 days in the meeting organisers OneDrive. If you do not remove the expiration date, an email will be sent to you notifying you when the recording expires.

It is recommended that where you need to retain a recording or transcription for longer than 60 days, that the recording and transcription are moved securely to a more appropriate place such as a Sharepoint or Server file with access limited to only those who require it. It should not be retained for longer than necessary.

Improving Transcription Accuracy

Ensure attendees use the mute option during meetings, this will help to minimise cross-talk and improve the accuracy of the initial transcript. Users can toggle their mute settings by selecting the mute option in the toolbar during a meeting, or with their keyboard using **CTRL+SHIFT+M**. Also, mute can be temporarily disabled by holding **CTRL+SPACE**.

The meeting organiser may consider inviting a colleague or assigning an attendee to monitor the transcript during a meeting, particularly if the meeting is not being recorded. By observing the transcript in real-time they can note any errors spotted, such as misattributed speakers or transcription errors.

To improve transcription accuracy, as far as possible, attendees should seek to minimise any background noise. Microphone noise suppression is available in Teams and can be activated following the instructions here: [Reduce background noise in Microsoft Teams meetings](#).

Privacy and Security

It is possible to keep your identity from being included in meeting captions and transcripts, there is a setting available in Teams to disable the automatic attribution of your speech

1. Select the ellipsis menu (...) in the top menu and open **Settings**
2. Select **Accessibility** from the left-hand menu
3. Under **Captions and transcripts**, you will find the option to enable/disable *Automatically identify me in meeting captions and transcripts*.

Limitations

MS Teams transcriptions have a maximum duration of 4 hours. Once this limit has been reached, the transcription will automatically stop and require a manual restart. For a meeting with multiple transcription sessions, the transcript will be split into the necessary number of parts under the meeting's Recap tab.

Languages

At the time of writing, Microsoft Teams currently supports 41 different language options for transcription:

English (US), English (Canada), English (India), English (UK), English (Australia), English (New Zealand), Arabic (Arab Emirates), Arabic (Saudi Arabia), Chinese (Simplified China), Chinese (Traditional, Hong Kong SAR), Chinese (Traditional, Taiwan), Czech (Czechia), Danish (Denmark), Dutch (Belgium), Dutch (Netherlands), French (Canada), French (France), Finnish (Finland), German (Germany), Greek (Greece), Hebrew (Israel), Hindi (India), Hungarian (Hungary), Italian (Italy), Japanese (Japan), Korean (Korea), Norwegian (Norway), Polish (Poland), Portuguese (Brazil), Portuguese (Portugal), Romanian (Romania), Russian (Russia), Slovak (Slovakia), Spanish (Mexico), Spanish (Spain), Swedish (Sweden), Thai (Thailand), Turkish (Turkey), Ukrainian (Ukraine), Vietnamese (Vietnam), Welsh (United Kingdom)