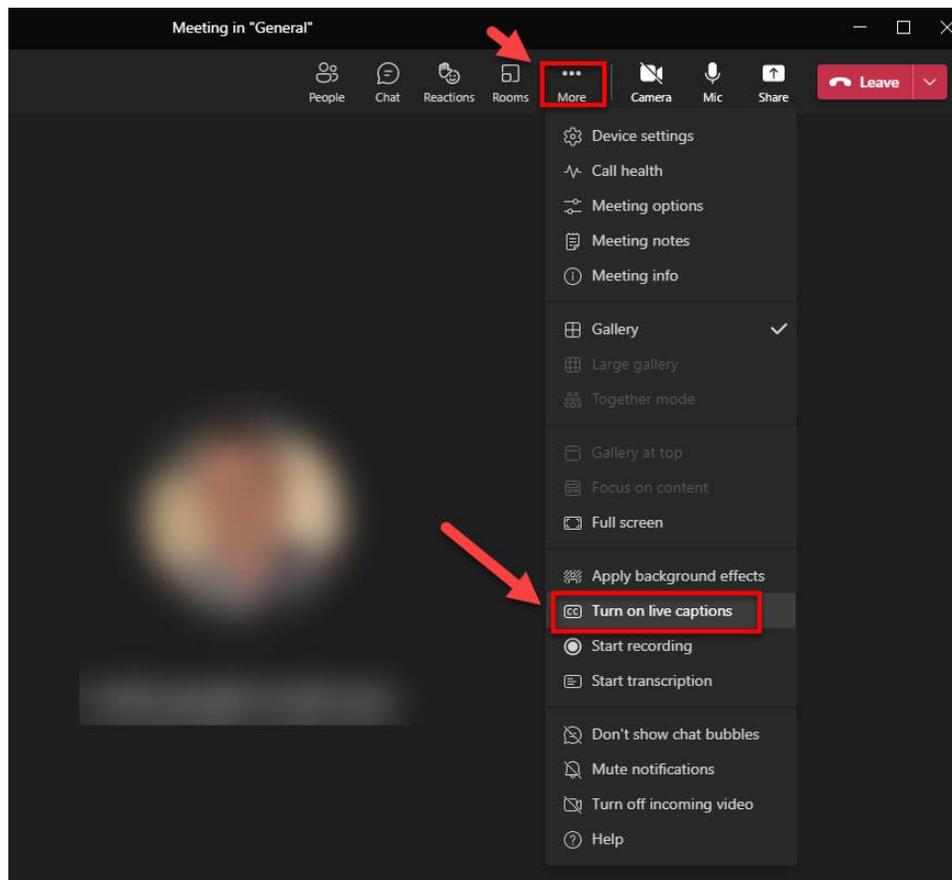


How to Add Automatic Captions and Transcription in a Teams Meeting

To activate the automatic captioning in a Teams meeting, follow the steps below:

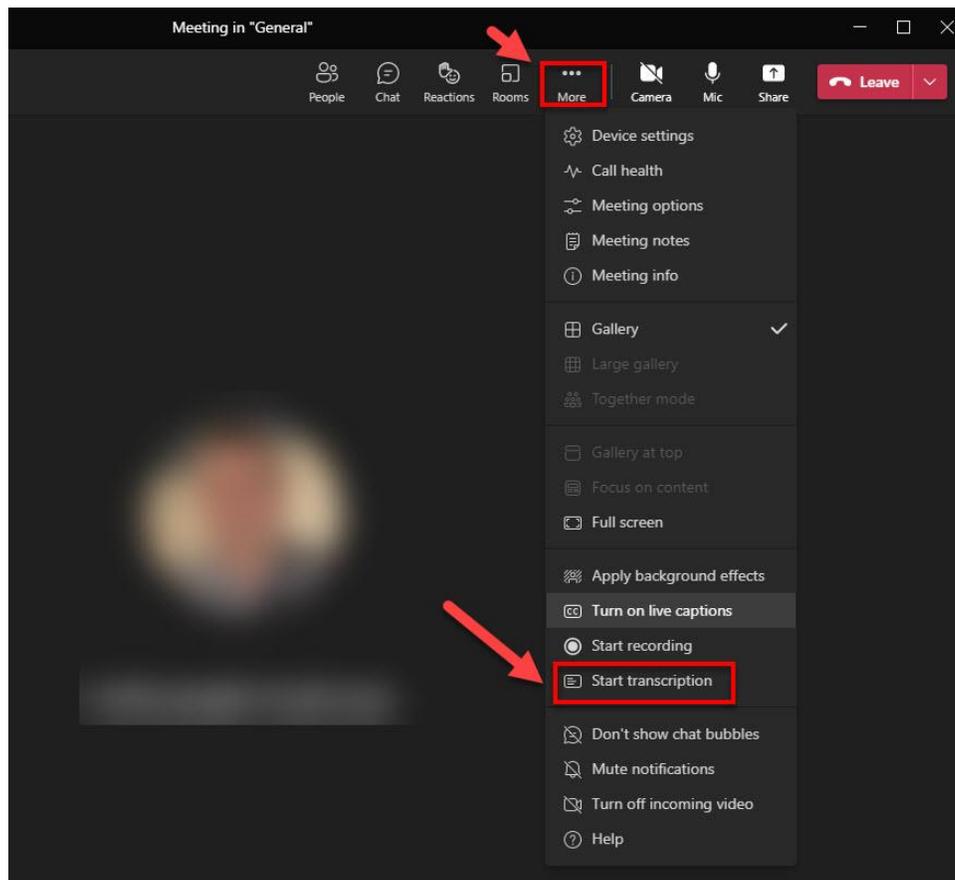
Start your Teams meeting

Click on the three dots at the upper menu and select **“Turn On Live Caption”** as shown below:



Note: Teams does not save captions. If you would like a transcript of the meeting, turn on the transcription. You will be able to download the transcript after the meeting.

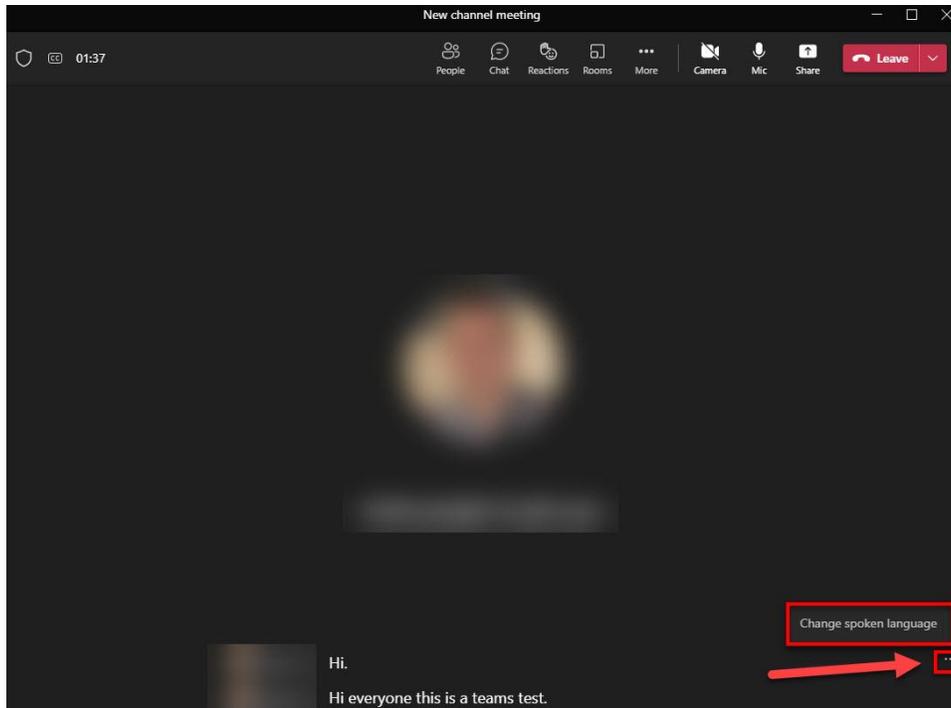
You can turn on the transcription by clicking on **“Start Transcription”** as shown on the image below:



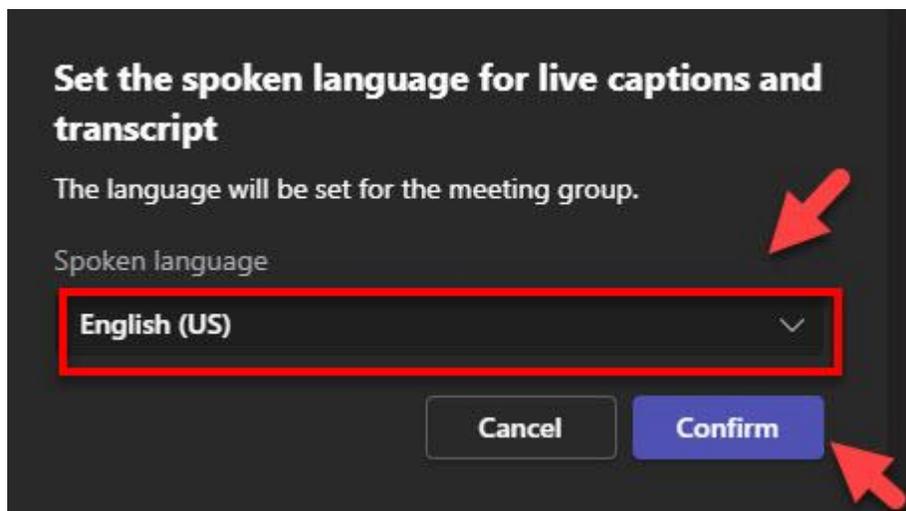
To stop using live captions, go to the same menu shown on the image above and click on **“Turn off live captions”**.

How to Change the Language of the Captions

After you start the meeting and select **“Turn On Live Caption”**, you can change the language by clicking on the three dots at the bottom right of the screen and selecting **“Change Spoken Language”**, as shown below:



After doing this, you will see a pop-up where you can choose the desired language:



This is the language of your captions and meeting transcript.

Make sure the language you select is the language everyone is speaking in the meeting.

When you change the spoken language setting, it affects everyone. The captions and transcript language will change for all meeting participants.

Get the most out of your captions

To make sure your live captions are as accurate as possible, try to follow these best practices:

- Speak clearly, slowly, and directly into the mic. As your distance from the mic increases, captions may become less accurate.
- Avoid locations with background noise.
- Avoid having multiple people speak at the same time.

Questions?

Please contact the **HelpDesk**: helpdesk@dawsoncollege.qc.ca