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Approvals	Title	Signature/Date
Prepared By: -	IT HELPDESK	12/12/2024
Reviewed By: -	IT Manager	12/12/2024
Approved By: -	VP	12/12/2024

This is about ‘Transcription MS Teams’, Office 365 Microsoft Teams offers transcription capabilities as part of its meeting features, allowing us to generate written transcriptions of spoken dialogue during meetings. Here’s an overview of how to use transcription in MS Teams, and some important points to note.


Step 1: -> How to Use Transcription in Microsoft Teams

Prerequisites

Microsoft 365 Subscription -> The transcription feature is available in Microsoft Teams for users with a Microsoft 365 **Business Standard, Business Premium, or Enterprise subscription.**

Teams Version -> Ensure your Microsoft Teams app is updated to the **latest version.**

Permissions -> Only the meeting organizer or the person who started the meeting can turn transcription on. Also, the meeting must be recorded for transcription to work.

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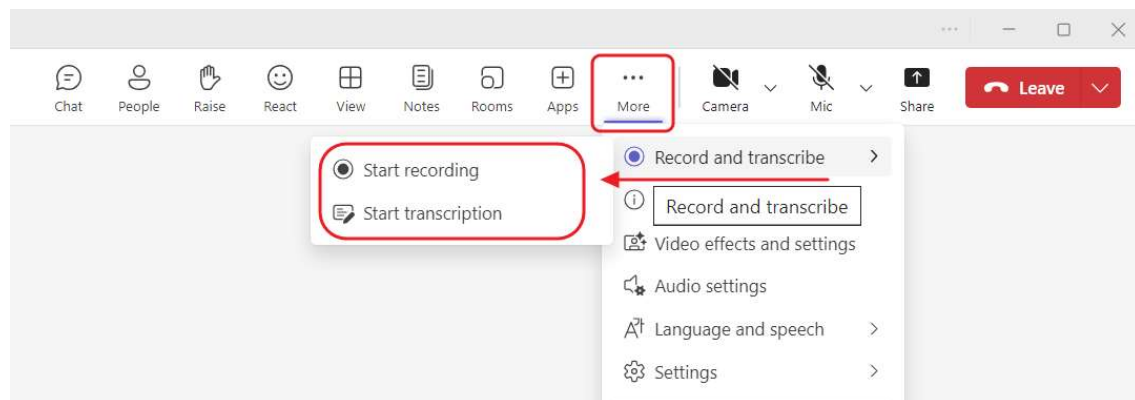
Step 2: -> Turning on Transcription During a Meeting.

Join the Meeting: Make sure you're either the meeting organizer or the presenter to enable transcription.

Start Recording ->

Click on the More options (three dots) in the meeting controls.

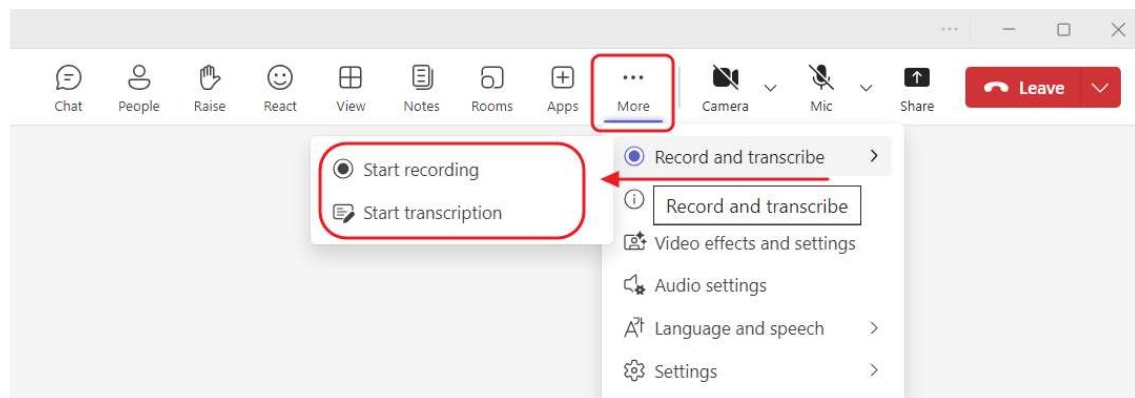
Select Start recording.




Start Transcription->

After starting the recording, go back to the More options menu.

Select Start transcription.



The transcription will now begin and will be available in real time during the meeting.

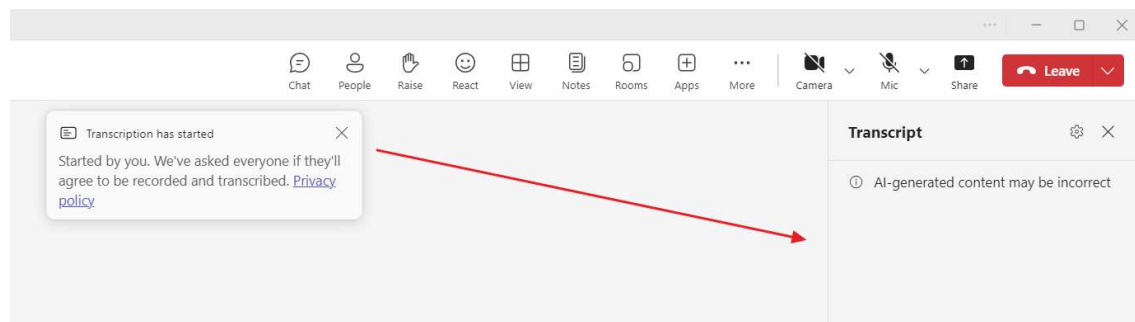
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Step 3: -> Viewing the Transcription

While the meeting is in progress, you can see the transcription in the meeting chat window.

The transcription text will appear, showing who is speaking and what they are saying.

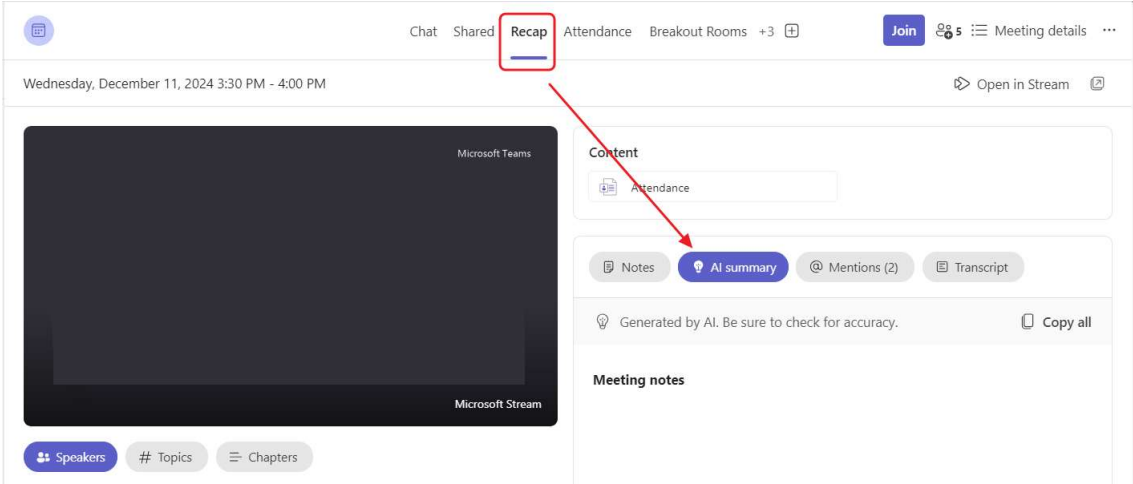
You can follow along with the transcript as the meeting progresses.




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Step 4: ->Accessing Transcriptions After the Meeting

After the meeting ends, the transcription file will be automatically saved and can be accessed from. Meeting Chat - A link to the transcription will appear in the meeting chat.



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Step 5: -> If you are finding any difficulty, and not able to complete the above shared steps. Please do not hesitate to contact the Softech IT Helpdesk Team with your service request or incident number along with your error logs/screenshot.

- 1) Please use the URL below to create your service request and incident.

<http://103.13.97.245:9092/User/Login?ReturnUrl=%2f>

