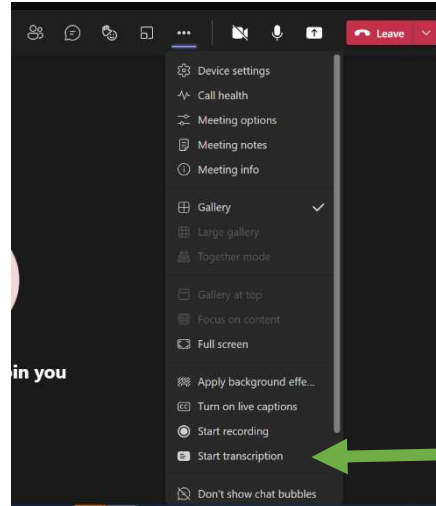
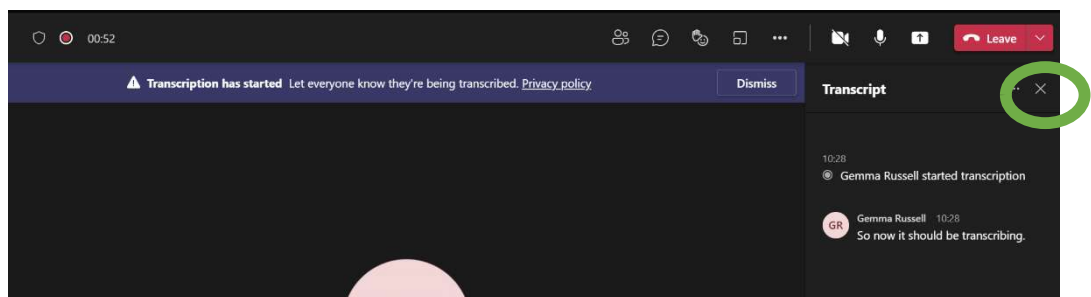


Teams transcription

Once on the call, transcription can be set up by clicking the **three dots** and scrolling down to the option **start transcription**. The transcription can be activated without having to record the video/audio of the meeting.



The transcript will appear on the right hand side for the host – participants will be made aware that the transcription is available. The host can hide the transcription by **clicking the cross** on the top right of the transcription box. The transcription will still run but the host will not see it.



At the end of the meeting the transcription will be available through teams chat for the meeting for all to see who were in the meeting. No need to share or download.

