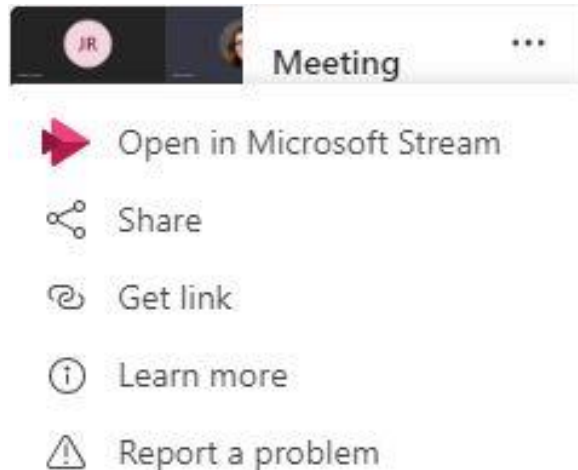


Adding an auto-generated transcript to the MS Teams recording through MS Stream

This is the process to ensure your video has a transcript. This can only be done by the video “Owner” typically the person who started the video or a MS Teams Administrator.

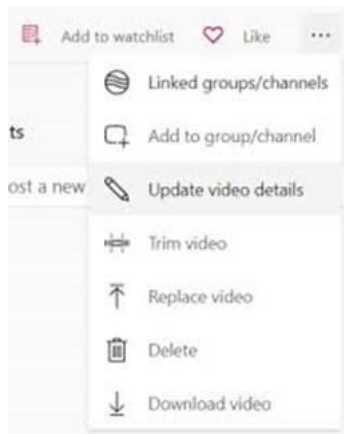


Open the video in the Teams Meeting chat, using the ellipse (3 dots icon). Then select “Open in Microsoft Stream. The video will open in the browser. It will begin playing right away. Push Pause indicator.

Inside of Microsoft Stream...

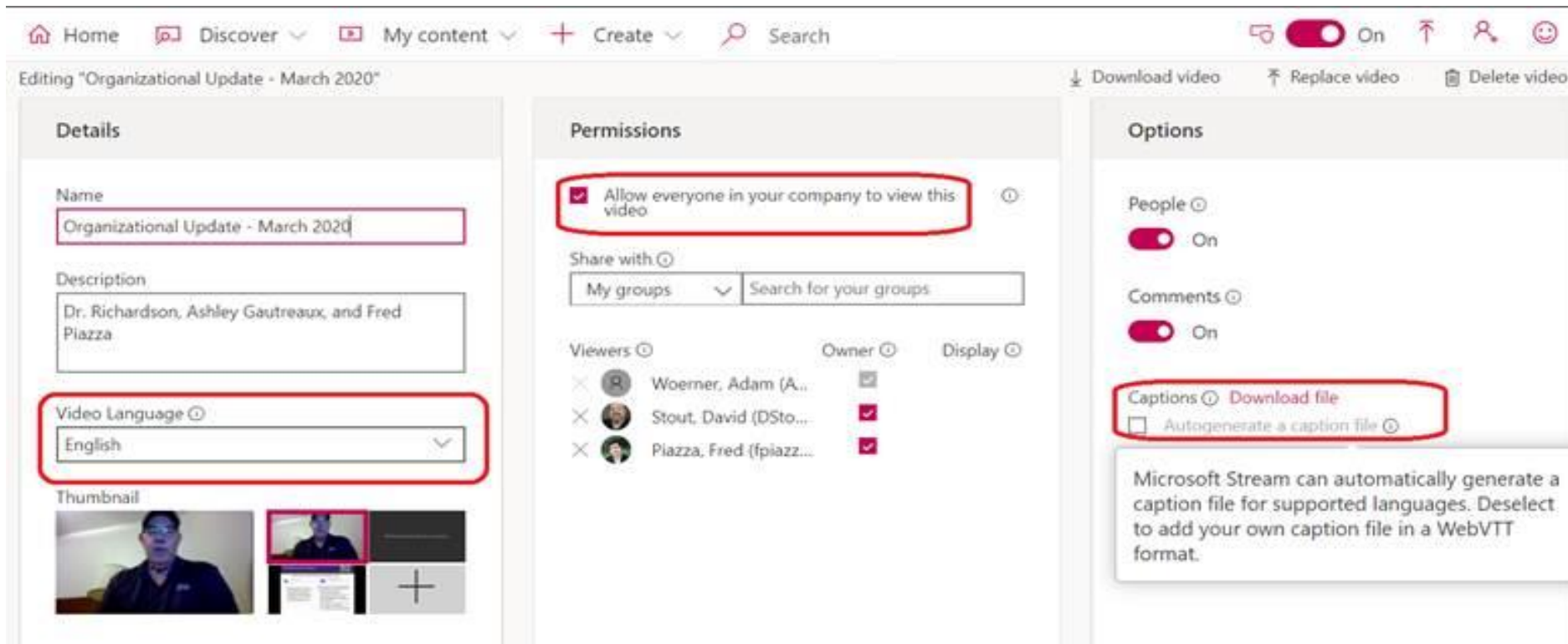


Below the video window you will see a “More Options” ellipse (3 dots)



Selecting that opens a window for the video Owner. Select “Update video details

Inside of Microsoft Stream, cont'd



Select "English" as the Language, "Allow everyone in your org to view" if you like, make sure to select "Autogenerate a Caption file" . Then go back to the top of the page and click "Apply"

Tips for Translations

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.

If someone is speaking with an accent, captions may be less accurate.

Avoid having multiple people speak at the same time.

Use the highest-quality [Teams-certified equipment](#) available to you.



Teams Training

Office.com

The screenshot displays the Office 365 application launcher interface. At the top, there is a navigation bar with the text "LSU AgCenter" and "Office 365", a search bar, and system icons. Below this, the "All Apps" section is visible. A large red arrow points down to the "IT Training" application icon, which is circled in red. The interface shows various Office 365 apps like Word, Excel, PowerPoint, and Teams.

Application	Application	Application	Application	Application	Application	Application	Application	Application	Application
A Surface Hu...	Admin	Adobe Acrobat	Azure AD Pow...	Azure Notebo...	Class Notebook	Compliance	Delve	Dynamics 365	IT Training
Excel	FastTrack	Forms	Google Drive	Graph explorer	Kazala	Microsoft Pho...	Microsoft Pho...	MicrosoftAzur...	