

# Accessibility Help Guide: Captions in Microsoft Teams.



## **What it does:**

Microsoft Teams provides the following accessibility features for captions:

- Live captions with Automatic Speech Recognition (ASR).
- The ability to edit the captions to generate a modified auto transcript file.
- The ability to change the language of the auto transcript file.

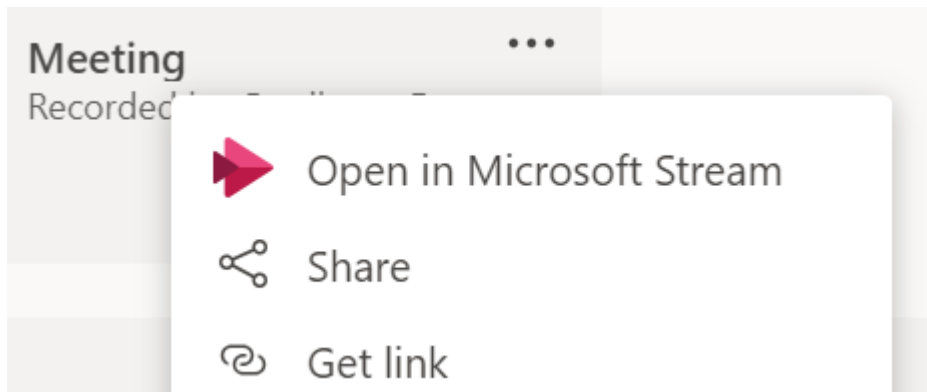
## **Prerequisites**

Before you can access captions in Teams the following applies:

- To access Closed Captions you will need to record the Teams meeting. The meeting will be uploaded to Microsoft Stream (video platform).
- The person who owns the recording (started the recording) can edit the closed caption transcript after the recording has been uploaded to Microsoft Stream. More owners can be added to the recording once available.
- The recording will be available once processed within the meeting chat area. It will take 1-2 times the length of the video to process. So for an hour video expect the recording to be available after 2 hours.

## How to view captions

In the chat history of the meeting go to the video and click on **More Options ...** and **Open in Microsoft Stream**

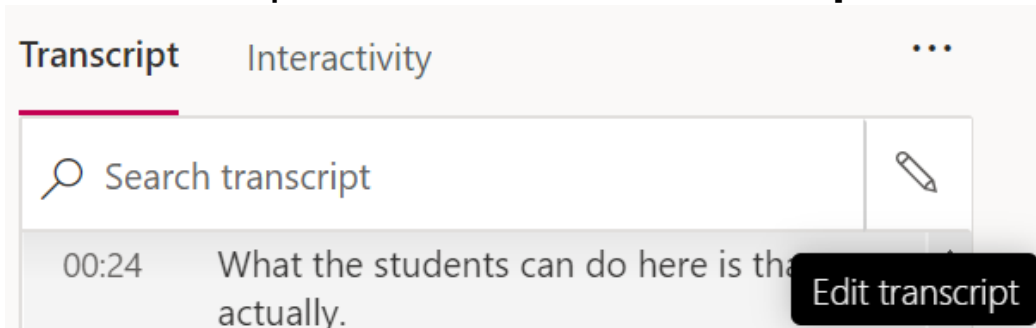


You may be asked to sign in and authenticate your university account. Do this with your university email and password.

Within Microsoft Stream you will see your video and the transcript text to the right. The text is based upon automatic speech recognition technology and will need to be checked and edited for accuracy.

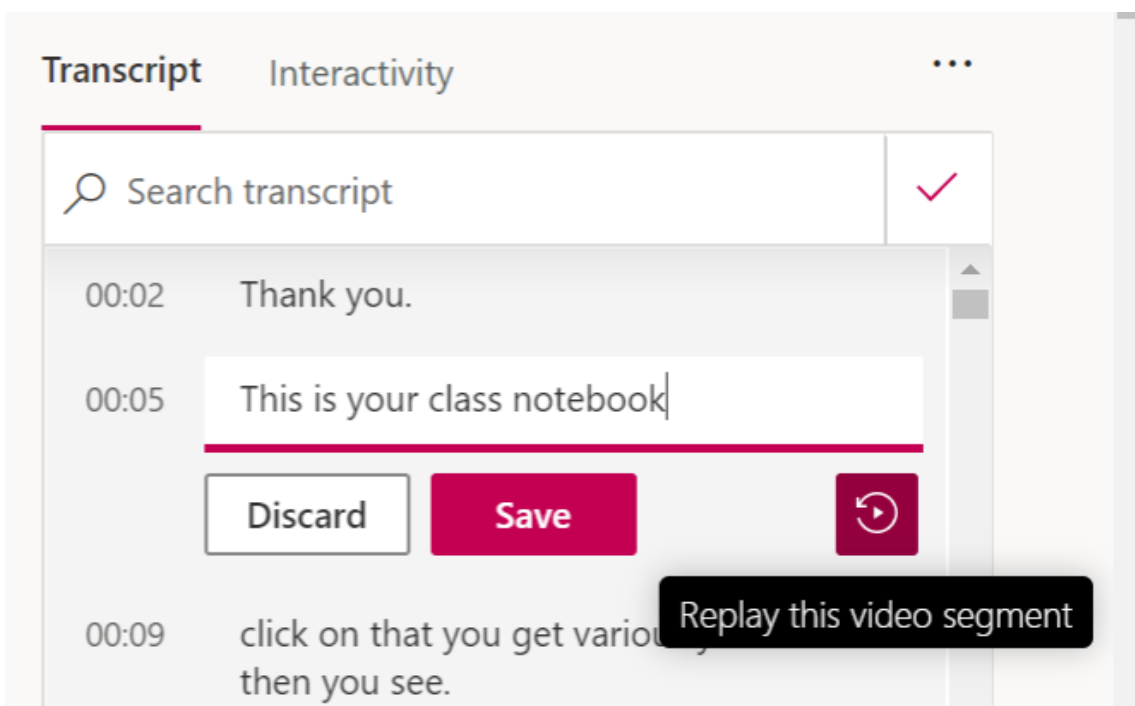
## To edit the transcript

Click on the pencil tool to **Edit transcript**.



Select the line of text you want to edit.

You can replay the video segment for the caption to assist you in accurately editing before you save. Once you have made changes click on **Save** or **Discard** to remove the caption.




This will produce a modified auto-transcript for you to download.

## Download a transcript

There are further options to download a text file with the meeting transcript and to change the language of the transcript. Teams supports one transcript file for each video.

To download the auto transcript (unedited) or Modified auto –transcript (edited). Go to video **More actions...** and **Update video details**.

 Add to group/channel

 Update video details

 Trim video

 Replace video

 Delete

 Download video

to watchlist



Like



The file will download in WebVTT format a standard format for transcripts. Open the file in Word to convert to a Word file.

It is possible to change the language of the transcript in the video options. To generate an auto transcript to download select a language from the Video Language drop down menu. The auto transcript file can be downloaded under the Options area.

Options

Comments ⓘ  
 On

Captions ⓘ [Download file](#)  
 Autogenerate a caption file ⓘ  
English [Edit](#)

Subtitles ⓘ  
*No files have been added* [Upload a subtitle file](#)

## **More Information**

Microsoft 2 minute read - Generate automatic captions and a transcript for your Microsoft Stream videos.

<https://docs.microsoft.com/en-us/stream/portal-autogenerate-captions>

Accessibility Help Guide – Video captions and transcripts best practices.

<https://eatsupport.tees.ac.uk/staff/knowledgebase/video-captions-and-transcripts/>

This document has been checked for accessibility on 20th August 2020.