

Microsoft Stream: How to Enable Auto Captions

Faculty Resource

This document will go through how to enable auto captions on videos in Microsoft Stream.

To help make your videos accessible, they must have captions. Autogenerated captions within Stream will ONLY be created if the video language is set. Once the video language is set, the captions will be enabled.

A Note Before Getting Started

Allow time for captions to be generated in the background. It can take 1-2 times the length of the video, depending on audio complexity, for the captions to be generated and displayed.

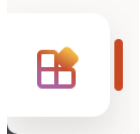
Log into Microsoft Stream

Start by going to office.com and login using your college credentials (BannerID@durhamcollege.ca and network password).

Click on the Stream icon.



If you do not see the Stream icon, click on the **All Apps** icon located in the bottom left corner.



Set Video Language

There are a few options for setting the video language.

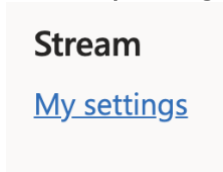
OPTION 1 – Set Language in Stream Account Settings

The most efficient way to enable captions for new videos being uploaded to Stream, is to set the language within your Stream account settings. These settings will be applied to new videos being uploaded.

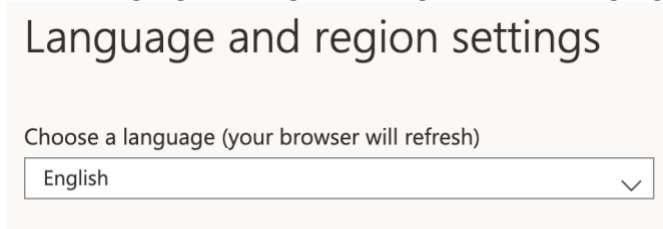
Go to the **Settings** icon represented by a gear, in the upper right-hand corner.



Select **My settings**.



Under **Language and region settings** select the language of your video.



Select **Apply** located at the top, to save these settings.

A couple notes about this method:

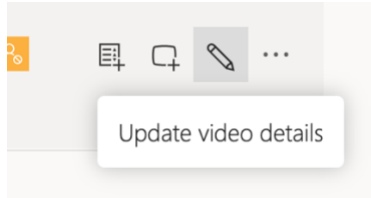
- This will be applied to new uploads but will not change the settings on videos already in Stream.
- This account setting unfortunately, does not work for recorded Teams meetings.
- Both cases will need to have the language set on individual videos.

OPTION 2 – Set Language on Individual Videos

Language can be set on individual videos that are already uploaded to Stream by following these steps:

Select **My content** then **Videos** from the main navigation.

Locate the video in the list and click on the **pencil icon** to **Update video details**.



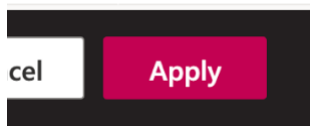
Under the **Details** section, select a language from the **Video Language** drop-down list.

Video Language ⓘ
English ▼

Once the language has been set, autogenerated captions will be enabled (caption setting is displayed under the Options section of the same screen).

Captions ⓘ
 Autogenerate captions ⓘ

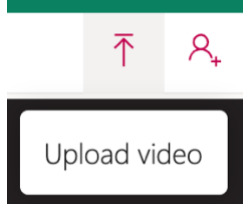
Select **Apply** located at the top, to save these settings.



OPTION 3 – Set Language on Individual Videos

Language can be set when uploading a new video to Stream by following these steps:

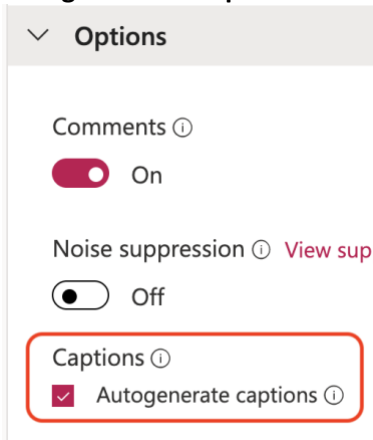
Select the **Upload Video** icon in the upper-right area of the screen.



When the **Details** screen appears, select a language from the **Video Language** drop-down list.

Video Language ⓘ
English ▼

Autogenerate a caption file under the Options section, should now be enabled.



Options

Comments ⓘ
 On

Noise suppression ⓘ [View support](#)
 Off

Captions ⓘ
 Autogenerate captions ⓘ

Once all details are entered, select **Publish**.

By following one of the three methods outlined in this document, you will be able to enable auto captions for videos being held in Stream.