

# Teams Recordings: How to Enable Auto Captions

## Faculty Resource

This document will go through how to enable auto captions on recordings captured using Teams.

To help make your videos accessible, they must have captions. For recorded Teams videos, captions will only be generated after the video language has been manually set. This must be done for each recorded Teams video.

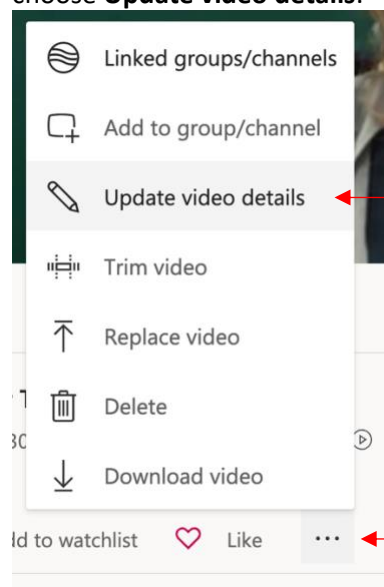
## Set Video Language on Teams Recording

The video language can be set in Stream by using one of the following options.

### Option 1 – Starting from Teams:

From within Teams, find the recorded video and click on the “More Options” menu. Select “Open in Microsoft Stream”.

With the video now open in Stream, select the **More Options** menu (3-dots) below the video and choose **Update video details**.



Select a language from the **Video Language** drop-down list under the **Details** section.



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.



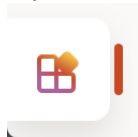
### Option 2 – Starting from Stream:

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

Click on the Stream icon.

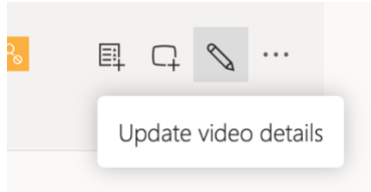


If you do not see the Stream icon, click on the **All Apps** icon located in the bottom left corner.



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 ⓘ

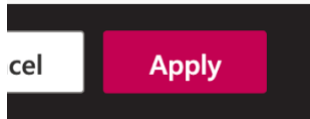
English ▼

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.



## Other Notes

- Allow time for the 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.
- Although there is an option to set the default language in the main account settings for your Stream account, this default is unfortunately not applied to recorded Teams videos. The language must be set on each Teams video within Stream using the steps outlined in this video.