

Microsoft Teams Premium guide

How to start transcription

When creating the invite	Teams Calendar > New meeting > add details and attendees > open Meeting options or recording/transcription settings > choose Transcribe only or Record and transcribe if available > send the invite.
During the meeting	More actions > Record and transcribe > Start transcription > confirm the spoken language.

What Summary/Recap gives you

AI notes	Key discussion points.
Suggested tasks	Follow-up actions from the conversation.
Speaker timeline	Shows who spoke and when.
Mentions	Highlights where your name was mentioned.
Chapters/topics	Helps you skim longer meetings.
Searchable transcript	Find decisions, topics, names, and actions.

How to access Summary/Recap after the meeting

From Calendar: Teams > **Calendar** > open the meeting > select **Recap**.

From meeting chat: Open the meeting chat > select **Recap** at the top of the window.

Tips for better transcripts and recaps

- Check transcription is available before the meeting.
- Use a headset or good-quality microphone where possible.
- Confirm the spoken language when transcription starts.
- Avoid talking over others and pause briefly between speakers.
- State actions, owners, and deadlines clearly.
- Remind attendees that transcription is running.