

Live Captioning on non-Zoom videoconferencing platforms (Microsoft Teams, Skype, Lifesize, etc)

To provide real-time captions on videoconferencing platforms, there are two options:

- automatic captions
- book a professional Live Captioner

Automatic Captions

Some platforms (ie, Microsoft Teams, Google Meet) have automatic captions which can be turned on at the start of the meeting. Accuracy is very variable, according to factors such as the speed and number of speaker(s). As a general rule, automatic captions are thought to work better in smaller or more informal meetings with only a few speakers.

For instructions in how to set up and use automatic captioning in these platforms:

Microsoft Teams:

<https://support.microsoft.com/en-us/office/use-live-captions-in-a-live-event-1d6778d4-6c65-4189-ab13-e2d77beb9e2a?ui=en-us&rs=en-us&ad=us>

Google Meet:

<https://support.google.com/meethardware/answer/9495962?hl=en>

Professional Captions

A professional Live Captioner generates a link to a secure webpage where the captions appear. The link can be sent to the host before the meeting OR posted to the Chat Box once the meeting begins. Participants join the meeting and click on the link, which opens up a browser displaying the captions. The captions page can be **password protected** for extra security.

Participants can alter the background and text colour/size. A chat facility on the browser screen allows them to type private messages to the Captioner.

Several viewing options are available:

- **overlaid** captions at any position on the screen (top, middle, bottom)
- **full screen** mode

