Recording and transcription with Zoom

ENUSRE THAT ALL PARTICPANTS IN THE REORDING AND TRANSCRIPTS ARE CLEARLY IDENTIFIED.

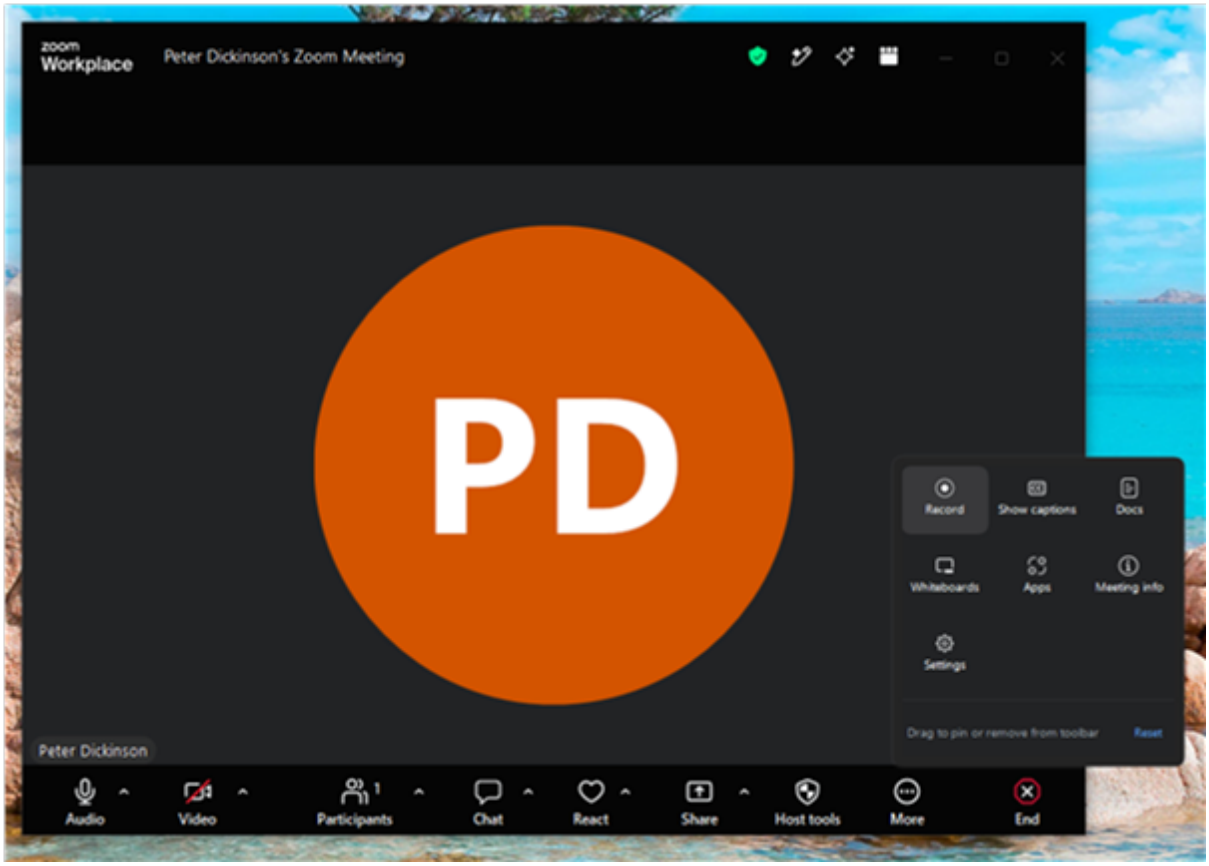
Attach both, the recording and transcript to Stefanie.poole@warwick.ac.uk as an email attachment

Please feel free email Stefanie.poole@warwick.ac.uk if you would like to book a test session

Zoom

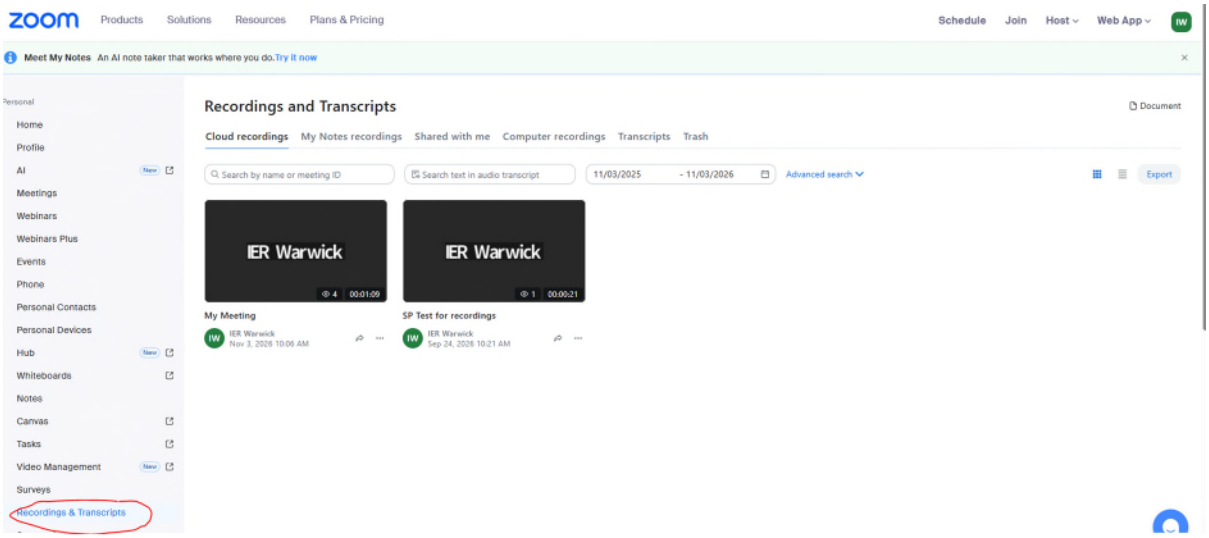
Method 1: Recording and transcription from the meeting

1. **Record the Meeting:**
    - Start your Zoom meeting and click **Record** in the bottom toolbar, then choose **Record to the Cloud**. *(Local recordings do not generate native transcripts through Zoom)*.



2. **Access and Edit the Transcript:**
    - Once the meeting ends, Zoom processes the file and sends an email notification.
    - Go back to the Zoom Web Portal, click **Recordings & Transcripts**, and select your cloud recording to view, edit, or download the .VTT transcript file.

You can also find the recordings and transcripts from the main menu here:



Method 2: Zoom AI Companion & My Notes

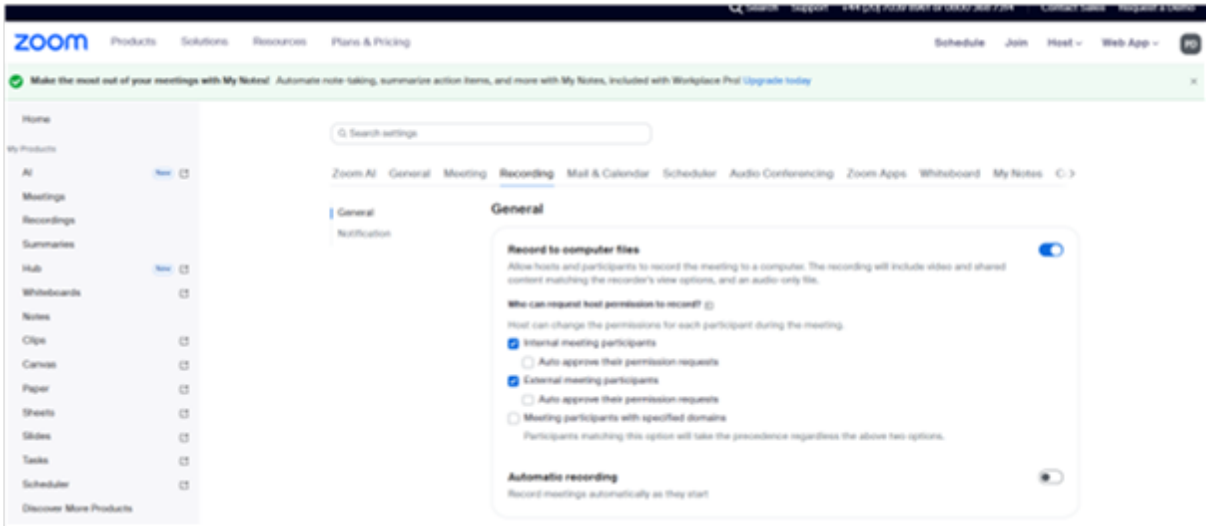
If your organization uses paid Zoom Workplace plans, you can use built-in AI features without needing a standard cloud recording.

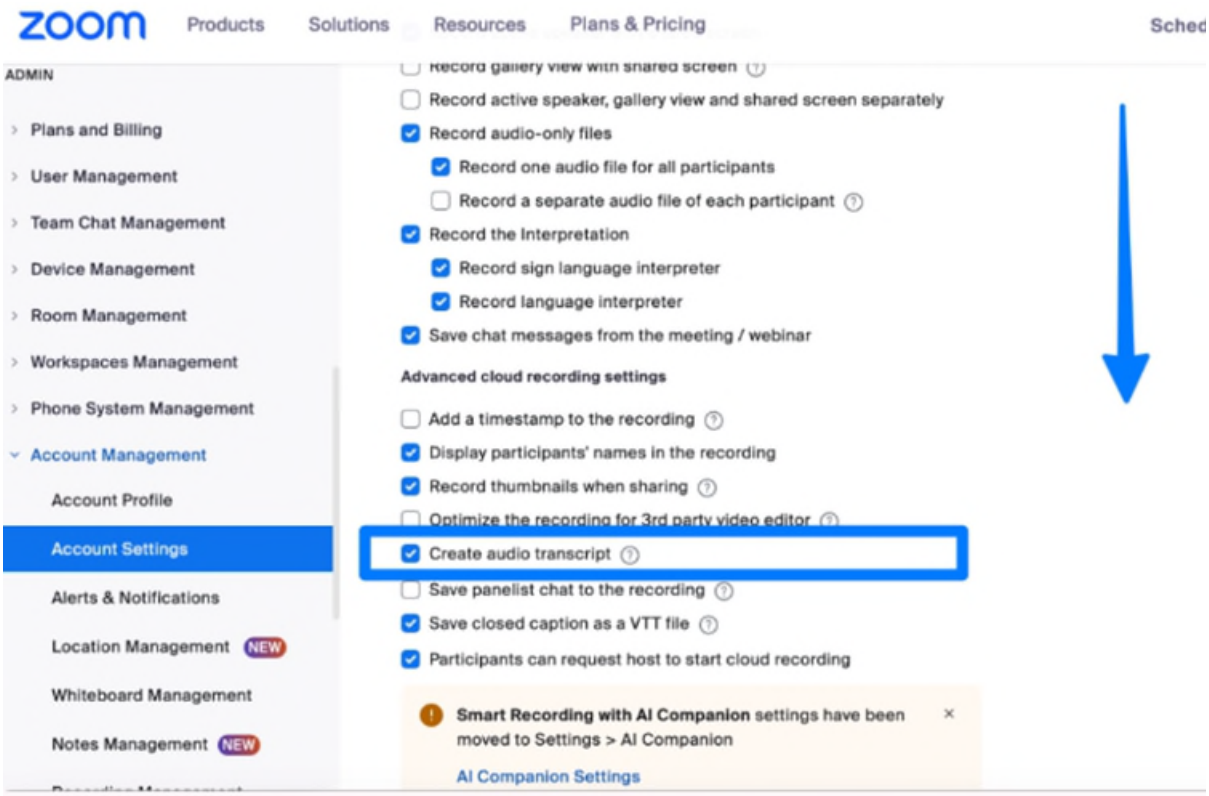
- **My Notes / AI Companion:** Open the Zoom Workplace App and click **My Notes** or activate **AI Companion** before/during your meeting to capture real-time transcripts, speaker attribution, automated summaries, and action items.

Method 3: Cloud Recording & Audio Transcription (Paid Plans Only)

Zoom can automatically transcribe audio when you save a meeting recording to the cloud. If preferred, guidance from Zoom is available here.

1. **Enable Transcription in Settings:**
    - Sign in to Zoom
    - Go to **Settings** > **Recording** (or **Meeting** > **In Meeting (Advanced)**) and enable **Create audio transcript** or **Meeting transcript**.





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