From Zoom to Stream: How to Upload and Caption Your Recorded Zoom Lecture
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You have a class on Zoom and your students wish to watch a recording of it later? What a great idea as it allows them to also get **captions** and an interactive **transcript** of the video when uploaded on Stream, an app part of your Office 365 products.

Here's how to proceed:

- Click on the "record" button in Zoom, situated at the bottom right-hand corner of your screen (or the alt-key + shift + R).

- Select the option of recording on your computer (free) and NOT on the cloud (fees $ for Dawson).

- When your Zoom class is over (end meeting for all), the recording will end and start encoding into an MP4 file automatically on your computer. This can take a while.

- Open Stream, login, click on "create" and select in the menu "upload video". Then, you will simply need to drag and drop the MP4 file of your Zoom meeting from your computer to Stream.

- Fill in the "Details", "Permissions", and "Options" sections. In the "Options" section, make sure to select the language of the video (important for creating the captions and transcript). In the "Permissions" section, click on "allow everyone in your company to view this video", or your students will not have permission to view it. In the "Options" section, click on "Autogenerate captions" for an automatic speech recognition technology to create your captions automatically, or choose to upload your own file (click on "Learn more about captions, subtitles and transcripts" to get more information). Note that you can easily edit the captions through the transcript window.

- Once the video is uploaded, the captions and interactive script window will be prepared automatically but will take longer (up to 1-2x the video's duration) to be available to your viewers.

- For an instructional video on how to upload videos on Stream, open Stream, go to "Home", scroll down to "How to use Microsoft Stream", and watch the video "securely upload". Enjoy your Zoom-to-Stream uploaded videos!