Setting Up and Using Otter's
# Live Transcription in Zoom Meetings

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*__NOTE__: To use Otter's Live Video Meeting Notes (live transcription) feature for Zoom, you must have purchased an [Otter for Teams license](#) (educational discount: $75/user/year for 1-250 users; $50/user/year for 251 users or more). The Otter for Teams licenses give you **6,000 minutes (100 hours)** of transcription per month, the ability to transcribe lectures/meetings up to 4 hours long, an unlimited number of video/audio file uploads, and the ability to **add up to 200 custom vocabulary words and 200 names** for it to learn. For more information about setting up Otter for Teams, [download the Otter for Teams guidebook](#).

Check out this [video demonstration](#) of Otter's Live Video Meeting Notes for Zoom.
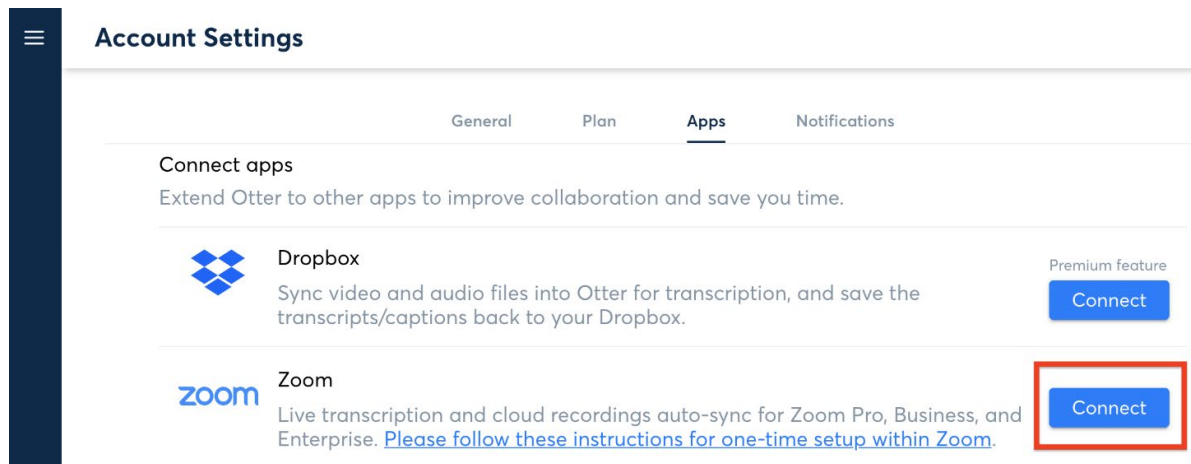
Step 1: Allow live streaming in Zoom (meeting host)

1. Sign in to your Zoom profile at the [Cal Poly Zoom profile page](#) as a *meeting host*.
2. Click **Settings** on the far left.
3. In the [Meeting](#) tab, click **In Meeting (Advanced)**, and configure the following settings:
  - Allow live streaming meetings: **Enabled**
  - **Custom Live Streaming Service: Enabled** (it's not necessary to insert or edit the text box)
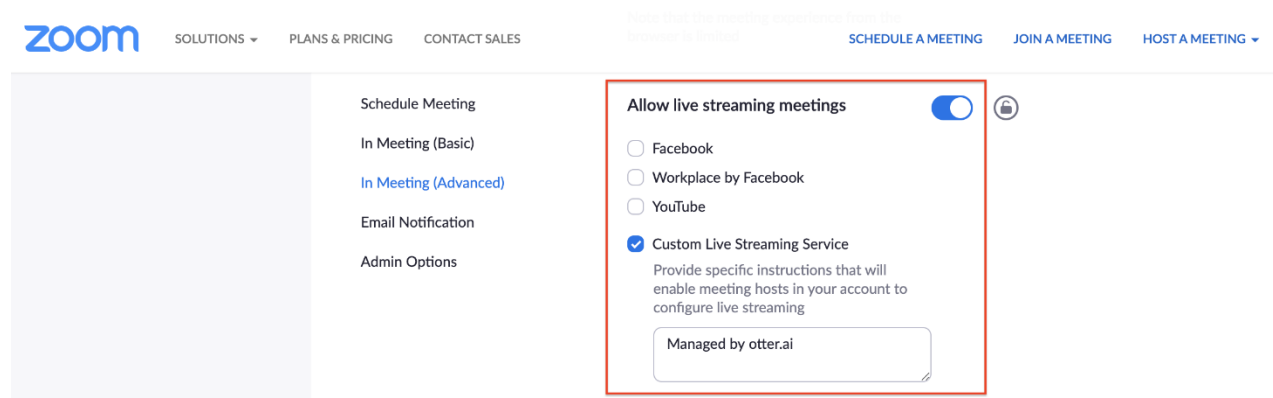
Step 2: Connect Otter to Zoom

1. Sign in to **Otter.ai**, click your profile icon at the top right, and then click **Account Settings**.
2. Click the **Apps** tab, find **Zoom** under **Connect Apps**, and then click **Connect**.
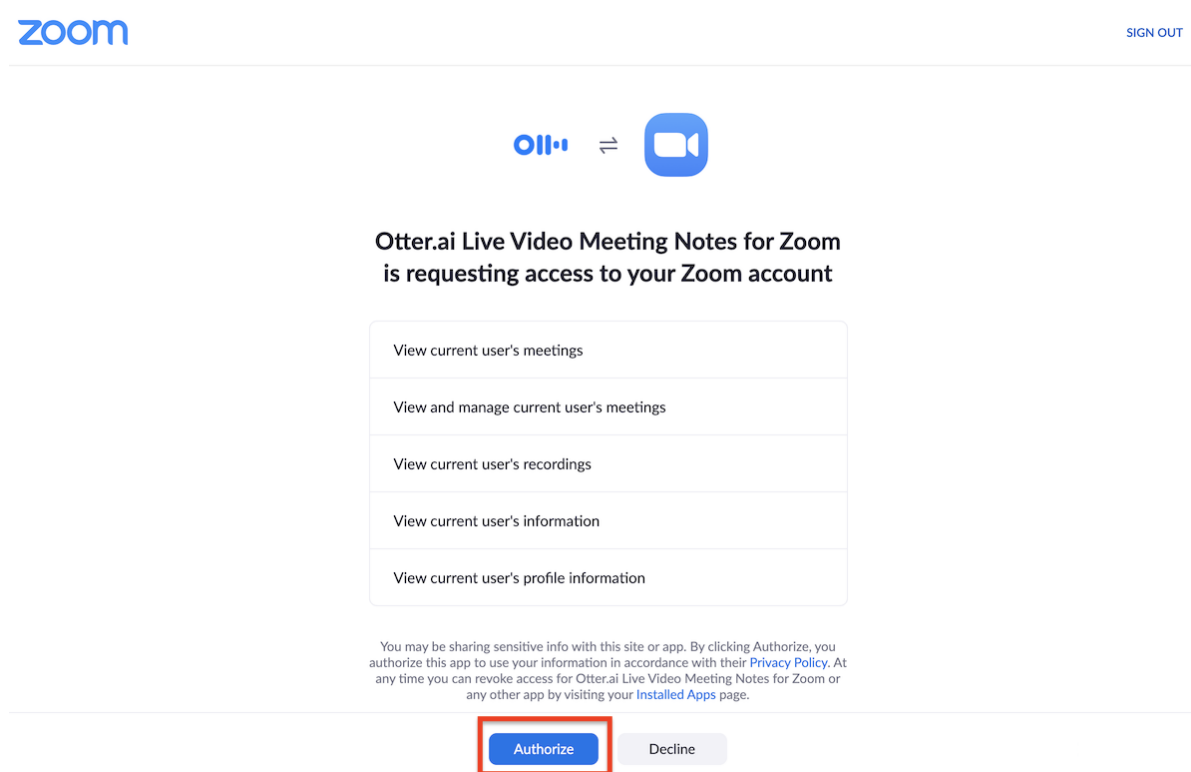
*Note for existing users:

If you had set up Otter to sync Zoom cloud recordings, you will need to Disconnect and **Connect** again to activate *Live Video Meeting Notes*.

3. If you are not already signed into Zoom, you would be prompted to sign in.
4. Click **Authorize** to connect Otter to Zoom.

Now you have completed this **one-time setup process** for live transcription in Zoom. From now on, Otter's red LIVE transcription indicator will appear at the top of all Zoom meetings you host.

How to use Live Video Meeting Notes for Zoom

WHO	CAPABILITY
Meeting host	Start live transcription automatically
Participants	Access the live transcript
Collaborators (*must have Otter for Teams)	Take notes collaboratively

### Start live transcription automatically

1. Start a meeting with the Zoom account that is connected to *Otter for Teams*.
2. A red LIVE indicator will appear at the top left of the Zoom window, indicating that Otter has started live transcribing the meeting automatically. (NOTE: As host, if you <u>don't</u> want to have live transcription for a particular meeting, click to the right of the red LIVE indicator and choose **Stop Live Stream.** Doing so will turn off live transcription and remove the red LIVE indicator.)
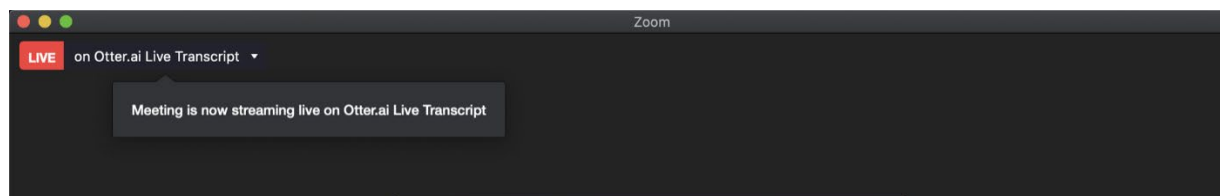
Access the live transcript

Meeting participants can open a live interactive transcript directly from Zoom to follow along and scroll back to read at their own pace.

1. Join a Zoom meeting.
2. Click to the right of the red LIVE indicator and choose **View Stream on Otter.ai Live Transcript** from the dropdown list.
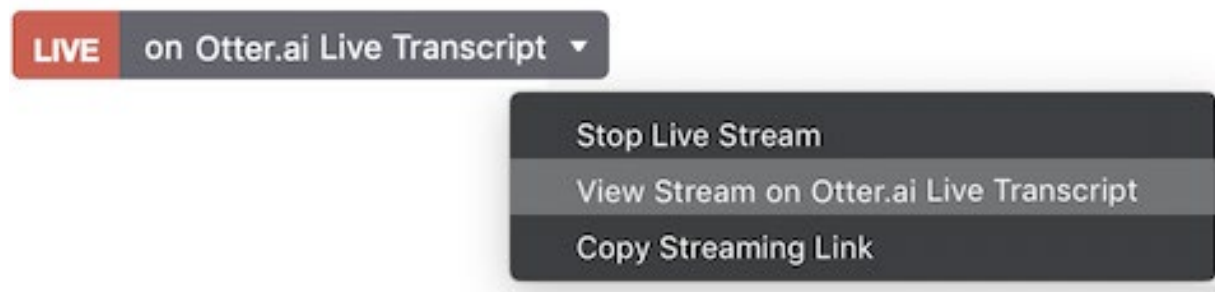
3. The live transcript will open in a browser window.
4. Follow along and scroll back to read at your own pace.

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Splitting Your Screen

You can split your screen so that one side (e.g. left side) has the live meeting in Zoom, and the other side (e.g., right side) has the Otter window where the live transcription is taking place. This setup can make it easier to view the live transcript while at the same time viewing or participating in the meeting. Here are links with step-by-step instructions for a quick setup that allows viewing two windows side-by-side in Windows 10 and MacOS.

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