

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

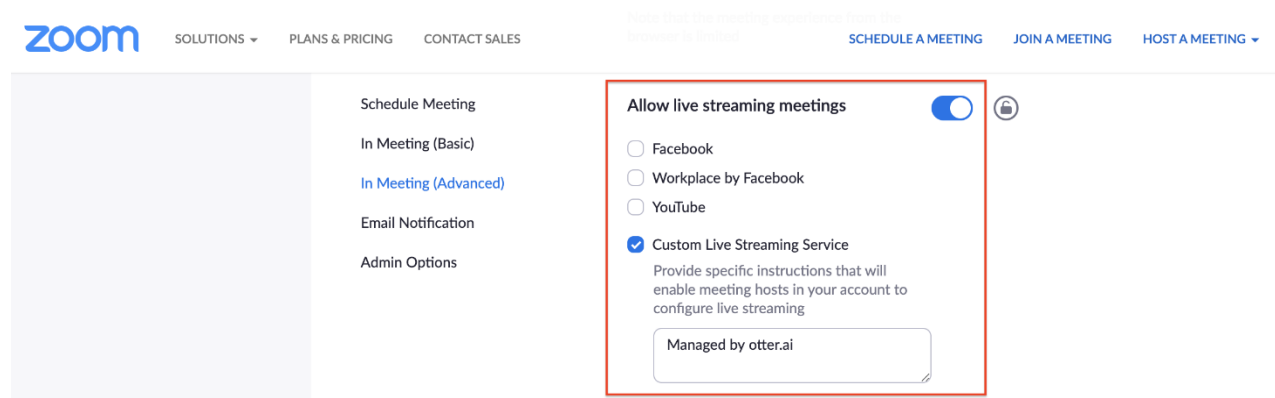
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***NOTE:** Make sure you sign up for Otter's [FREE 2-month trial of Otter for Teams](#) in order to use Otter's Live Transcription feature in a Zoom meeting. You do not need to enter a credit card or other payment to take advantage of this trial. Enter your Cal Poly email address and use the code **OTTER_RELIEF** when prompted. You can sign up for 10 of these Otter for Teams licenses for your team/department **by May 31, 2020**.

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**.

Account Settings

General Plan **Apps** Notifications

Connect apps
Extend Otter to other apps to improve collaboration and save you time.

Dropbox Premium feature
Sync video and audio files into Otter for transcription, and save the transcripts/captions back to your Dropbox. [Connect](#)

Zoom
Live transcription and cloud recordings auto-sync for Zoom Pro, Business, and Enterprise. [Please follow these instructions for one-time setup within Zoom.](#) [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.

SIGN OUT

Otter.ai Live Video Meeting Notes for Zoom is requesting access to your Zoom account

- View current user's meetings
- View and manage current user's meetings
- View current user's recordings
- View current user's information
- View current user's profile information

You may be sharing sensitive info with this site or app. By clicking Authorize, you authorize this app to use your information in accordance with their [Privacy Policy](#). At any time you can revoke access for Otter.ai Live Video Meeting Notes for Zoom or any other app by visiting your [Installed Apps](#) page.

[Authorize](#) [Decline](#)

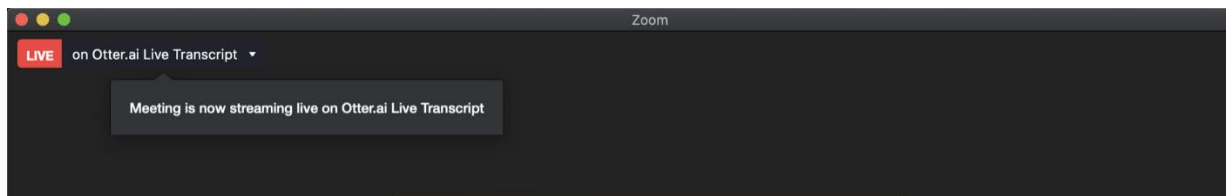
Now you have completed this **one-time setup process** for live transcription in Zoom. From now on, Otter's red LIVE transcription indicator will appear at the top of all Zoom meetings you host.

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

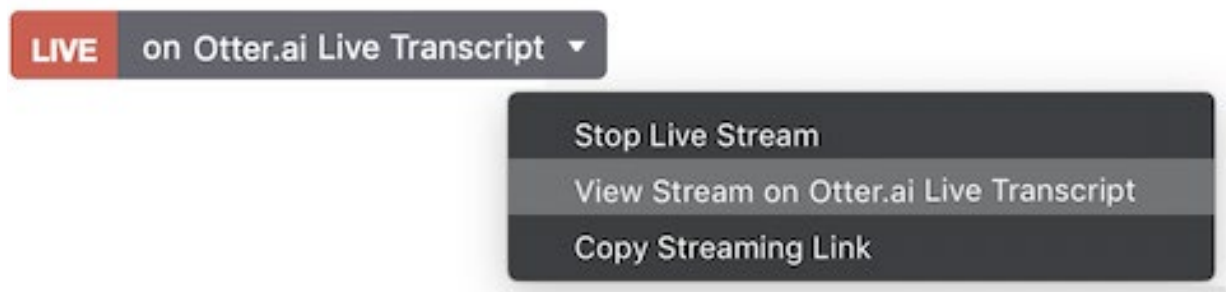
1. Start a meeting with the Zoom account that is connected to *Otter for Teams*.
2. A red LIVE indicator will appear at the top left of the Zoom window, indicating that Otter has started live transcribing the meeting automatically. (NOTE: As host, if you don't want to have live transcription for a particular 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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