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

Quick Links:

- Step 1: Allow live streaming in Zoom (meeting host)
- Step 2: Connect Otter to Zoom
- How to use Live Video Meeting Notes for Zoom
  - Start live transcription automatically
  - Access the live transcript

*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 COVID19OTTER when prompted. You can sign up for 10 of these Otter for Teams licenses for your team/department by May 1, 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 the 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

<table>
<thead>
<tr>
<th>WHO</th>
<th>CAPABILITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meeting host</td>
<td>Start live transcription automatically</td>
</tr>
<tr>
<td>Participants</td>
<td>Access the live transcript</td>
</tr>
<tr>
<td>Collaborators (*must have Otter for Teams)</td>
<td>Take notes collaboratively</td>
</tr>
</tbody>
</table>

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.

So there are no extra steps for the host to copy an API token manually every time!

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 the red LIVE indicator and click **View Stream on Otter.ai Live Transcript** in the dropdown.

3. The live transcript will open in a browser window.
4. Follow along and scroll back to read at your own pace.