How to get a transcript of a Teams meeting (with or without recording)

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Quick answer

Someone in the organizer's organization has to start it during the meeting: select More actions, then Transcribe, and confirm the spoken language. Recording starts it too. Afterwards, the transcript is in the meeting chat under Recap, where organizers can download it. If you can't start one, a note taker on your own computer can transcribe what you hear, with no recording in Teams.

Which way of getting a Teams transcript should you use?

It depends on whether you're in the organizer's organization and what your admin allows. Teams' own transcript needs someone from the organizer's organization to start it, and only organizers download it by default. A note taker on your computer needs neither, so telling people is up to you.

Method · Who can start it · What it needs · Where it's stored · Visible to others?

- Teams transcription · People in the organizer's organization · Transcription allowed by your Teams admin · The organizer's OneDrive, shown under Recap · Yes, everyone sees a notification
- Intelligent recap · Turns on with transcription · A Teams Premium or Microsoft 365 Copilot license · Recap tab of the meeting · Yes, transcription is on
- Copilot in Teams · People with a Copilot license can ask it · A Microsoft 365 Copilot license · Recap, when a transcript is saved · Yes, usually with a saved transcript
- Otter or Fireflies bot · Anyone with their account; someone may have to admit it · Their own account; anonymous joining allowed in Teams · The vendor's service · Yes, the bot joins as a participant
- Goodmeet on your computer · Anyone in the call, on Mac or Windows · Nothing in Teams; free for individual use · On your device; sync is end-to-end encrypted · No, nothing joins the call, so you tell people

How do you start a transcript in a Teams meeting?

Start it from Teams on your computer. Microsoft's guide says live transcription is only available on Teams for desktop.

1. In the meeting, select More actions in the meeting controls.
2. Select Transcribe.
3. Confirm the language everyone is speaking, then select Confirm.
4. The transcript appears beside the meeting as people speak, and everyone sees a notification that the meeting is being transcribed.

People in the organizer's organization can start it. People from another organization and anonymous guests can't. The organizer, co-organizers and presenters can stop and restart it, and your Teams admin decides whether transcription is available at all.

If the spoken language is wrong, change it in the meeting: the change applies to the transcript and captions for everyone.

How do you find and download a Teams transcript after the meeting?

1. Open Chat and select the past meeting's chat, or open the meeting in your Teams calendar.
2. Select Recap, then Transcript.
3. Open the Download menu and choose .docx or .vtt.

By default, only the organizer and co-organizers can download it. Other attendees from the organizer's organization can read it, and the organizer can let them download it through Stream. The file is stored in the organizer's OneDrive for Business.

People from another organization can see the transcript during the meeting, but not afterwards, and they can't download it. Anonymous guests and people who dialed in by phone can't see it at all. The Teams mobile app can show a transcript after the meeting ends.

Can you get a Teams transcript without recording?

Yes. In Teams, Transcribe starts a transcript on its own, with no video recording. Recording the meeting starts transcription automatically, so a recording always comes with a transcript, but not the other way round.

A note taker on your own computer is the other route. Goodmeet records your computer's audio and microphone to transcribe it, then deletes the audio once the transcript is final.

What do intelligent recap and Copilot add?

They add summaries on top of the transcript, and both need paid licenses.

- Intelligent recap adds AI meeting notes, suggested tasks, chapters and speaker timeline markers to the meeting's Recap tab. It needs a Teams Premium or Microsoft 365 Copilot license, and transcription must be on. Without a recording, you get the notes but not the speakers, topics or chapters. People in your organization who were invited can see it.
- Copilot in Teams summarizes what was said, suggests action items and answers questions during and after the meeting. It needs a Microsoft 365 Copilot license: $30 per user a month, paid yearly, for enterprise plans when we checked. Only people with a license can ask it questions, and their prompts are visible only to them. People from another organization can't use it in your meeting.

Copilot can work without saving a transcript, in a mode called Only during the meeting. But Microsoft's default admin setting requires a saved transcript, and organizers can't change that.

How do you get a transcript of a Teams meeting with no bot?

Use an app that listens through your own computer. Goodmeet records your computer's own audio and microphone, so no bot joins the meeting and nothing shows in the participant list. It works the same in Microsoft Teams, Zoom, Google Meet or any other call app, with no integration to set up, and it doesn't depend on your organization's Teams licenses.

Only you can read your notes. Goodmeet transcribes on your computer, and your audio is never uploaded. Summaries are generated in Private Cloud AI on Google Cloud in the EU, designed so nobody can read them, and anything you sync or share is end-to-end encrypted. Your meetings aren't

used to train AI models.

These are the steps from Goodmeet's help center guide, Record and summarise a meeting (https://goodmeet.support.site/article/record-and-summarise-a-meeting):

1. Install Goodmeet on a Mac with Apple silicon (M1 or newer, macOS 14.2 or later) or a Windows 11 (64-bit) PC with 16GB of RAM, and open it. Connecting your calendar is optional.
2. Join the Teams call as usual, and tell everyone you're taking notes.
3. Click Quick recording. If your Outlook or Google calendar is connected, you can click Take notes on the meeting's card instead, and Goodmeet also reminds you when it notices a call starting.
4. A live transcript appears as people speak. You can type your own notes alongside it.
5. Click Stop recording, or let Goodmeet stop when the call ends.
6. Click Generate summary. Copy the summary, notes or transcript, or share them with an encrypted link and password.

Goodmeet is free for individual use. Its limits: there's no web, iPad or Intel Mac version, Windows needs 16GB of RAM, and summaries need an internet connection.

What about Otter, Fireflies and other bots?

They send a bot into the call that records and transcribes on the vendor's side. A bot has one real advantage: Otter's can join a meeting from your calendar even if you can't attend.

- Otter. Otter Notetaker joins Teams as an anonymous guest, named with your first name and "Notetaker (Otter.ai)". Otter says it can't join without appearing to others. Your Teams admin has to let anonymous users join, and someone may have to admit it from the lobby. The free Basic plan includes 300 transcription minutes a month, with 30 minutes per conversation. Otter's desktop app can also record Teams without the bot.
- Fireflies. Its notetaker joins as a guest named "Fireflies.ai Notetaker" plus your first name, and appears as a participant. It needs the same anonymous-join setting, and it can't get in if it's stuck in the lobby. It can join every calendar meeting with a video link.

Teams can spot bots like these: by default it holds detected bots in the lobby until someone approves them, and it may label them "Unverified". Compare the tools in detail: Goodmeet vs Otter and Goodmeet vs Fireflies.

Do you need permission to transcribe a Teams meeting?

Ask, every time. When transcription starts in Teams, everyone in the meeting sees a notification. A note taker on your computer announces nothing, so the asking is up to you. One line at the start is usually enough: "I'm using an AI note taker so I don't have to type the whole time. Is everyone okay with that?"

This isn't legal advice: recording rules differ by place, by country and in the US by state, and some places require everyone's consent. If you record for work, check with whoever handles legal or compliance.

Why can't I find my Teams transcript?

- Nobody started transcription. Microsoft's guide only covers starting a transcript during the meeting, so start it yourself next time, or ask someone in the organizer's organization to.
- Your admin has turned it off. The organizer's transcription setting has to be on for a meeting to have

a transcript. Ask your Teams admin.

- You're from another organization. You can see the transcript during the meeting, but not afterwards. Ask the organizer for a copy.
- You can't download it. Only the organizer and co-organizers can by default. The organizer can change who downloads through Stream.
- You dialed in by phone. Callers can't see the transcript.

Frequently asked questions

Can I get a transcript of a Teams meeting after it ended?

Only if someone started transcription or recording during the meeting. Then it's in the meeting chat and calendar event under Recap, and the organizer can download it. Microsoft's guide describes no way to make one afterwards. Next time, start transcription yourself if you're in the organizer's organization, or use a note taker on your own computer.

Can I transcribe a Teams meeting without recording it?

Yes. In Teams, More actions and then Transcribe starts a transcript without recording video. A note taker on your own computer also works without a Teams recording: it records the call's audio as you hear it. Goodmeet deletes that audio once the transcript is final and keeps only the text on your device.

Can a guest get a transcript of a Teams meeting?

Not afterwards. People from another organization can see the transcript during the meeting, but not after it ends, and they can't download it. Anonymous guests and phone callers can't see it at all. Ask the organizer for a copy, or use a note taker on your own computer and tell everyone you're taking notes.

Does Teams notify others when you transcribe?

Yes. When transcription starts, everyone in the meeting sees a notification that it's being transcribed. A note taker on your own computer doesn't notify anyone and doesn't appear in the participant list, so you have to tell people yourself. A short line at the start of the call is usually enough.

Who can download a Teams meeting transcript?

By default, the meeting organizer and co-organizers, as a .docx or .vtt file from the Recap tab. Other attendees in the organizer's organization can read it, and the organizer can let them download it through Stream. People from other organizations can't download it.

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Take private notes in your next Teams call

Transcribed on your computer, with no bot in the call. Free for individual use.