https://youtu.be/X2NUhxnP8TA?si=bB34Vpym5j4kksT6

- 1. <u>Click</u> on the <u>link above</u> and then click on the meeting (see arrow in <u>first screenshot</u> below).
- 2. If you want to read captions as the video is running, <u>hover over the video and click on "cc"</u> which stands for subtitles/closed captions. You will see the captions appear below the video as the words are being spoken (see arrow in <u>second screenshot</u> below).
- 3. To <u>view a transcript</u> of the video, <u>click on the 3 dots or the word "More" below the video</u> and then <u>click "transcript".</u> You will see the transcript appear either to the right or below the video depending on your window settings (see arrow in <u>third screenshot</u> below).
- 4. The <u>timestamps are live</u> and you can click on one and it will take you directly to that portion in the video. You can also search the transcript for specific words by clicking Ctrl + F (see arrow in <u>fourth screenshot</u> below).
- 5. You can also copy the entire transcript and paste it into a Word document and search text that way.







