How to Upload a Video to OneDrive and Automatically Generate Captions and Transcripts

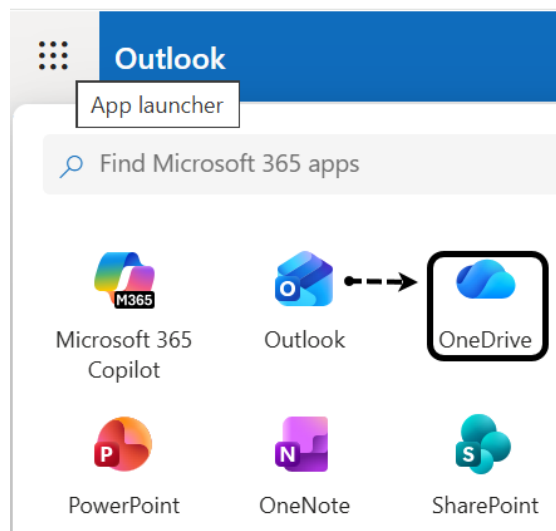Follow the steps below to upload a video to OneDrive and use Microsoft's built-in tools to automatically create captions and a transcript.

1. **Sign in to your SUNY Cobleskill Webmail**
   Go to https://outlook.office365.com/mail/ and log in with your Cobleskill credentials.

2. **Open OneDrive**
   Select the **App Launcher** (the nine-dot icon) in the upper-left corner, then choose **OneDrive**.
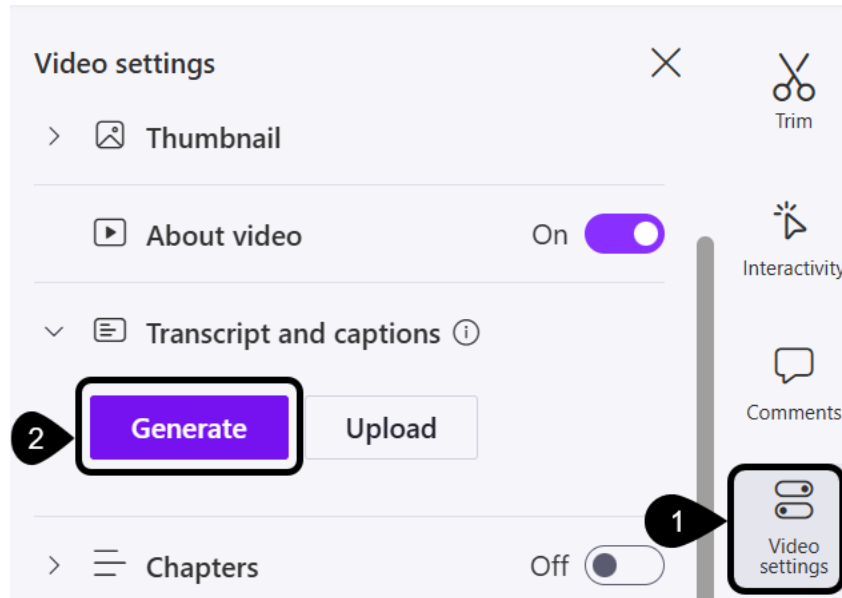

3. **Upload Your Video File**
   If your video is not already in OneDrive, upload it now. For step-by-step instructions, see Microsoft's guide:

   https://support.microsoft.com/en-us/office/upload-photos-and-files-to-onedrive-b00ad3fe-6643-4b16-9212-de00ef02b586

4. **Generate Captions and a Transcript**

   Open the video in OneDrive and select **Video settings**. Under **Transcript and captions**, choose **Generate**. OneDrive will then automatically create captions and a transcript for your video.

Optional: If you already have caption or transcript files, you can upload your own **WebVTT** files instead. For more details on viewing, editing, and managing captions and transcripts, see: https://support.microsoft.com/en-us/office/view-edit-and-manage-video-transcripts-and-captions-3cb9acb6-05b2-4f59-a50d-7df61123aa20