

MEET

Beginner

5 MIN

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Have Copilot analyze content shared on-screen during a meeting.

Let Copilot read what was actually shown on screen during a recorded meeting, not just what was said, when generating notes.

MICROSOFT 365

Teams

WORKS WITH

Copilot

Business Outcome

Meeting notes that capture decisions driven by a shared slide or document, not just the spoken conversation.

Workflow Steps

Step 1: Make sure the meeting was recorded with screen sharing active

Teams

Start the recording (More > Record and transcribe) before you share your screen, not after — if screen share was already running when recording started, or recording was paused and resumed mid-share, the capture can miss the visual entirely even though the transcript looks complete.

Step 2: Ask Copilot about something specific that was shown, not just said

Copilot in Teams

Open the recap and ask a question that can only be answered by the visual — "what did the chart on slide 4 show" or "what was the number in the top-right cell of the spreadsheet" — rather than something that could be answered from the spoken transcript alone.

If Copilot can't answer specifically or falls back to a generic summary, that's a sign the screen content wasn't actually captured.

Step 3: Cross-check a visual reference against the original file

Teams

Open the actual document, slide, or spreadsheet that was shared and compare it line-by-line against Copilot's description before you treat it as reliable — a close-but-wrong read (the right chart, wrong numbers) is easy to miss if you only skim the recap.

Step 4: Note this capability when sharing the recap with others

Teams

Add a one-line note at the top of the recap (something as simple as "includes on-screen content") so recipients know decisions attributed to a shared slide or document, not just spoken comments, are backed by something they can go verify themselves rather than a transcript paraphrase.

✓ Check the work

- Copilot's description of on-screen content matches the actual shared file.
- Decisions that were driven primarily by a visual (not spoken) are correctly captured.
- The recording was confirmed to include screen-share content before relying on this.

Expected Outcome

Meeting notes and recap that correctly reference what was shown on screen, not just what was said aloud.



Want help rolling this out across your team? **Go to Liminals.Tech** ■