

COMMUNICATE

Beginner

5 MIN

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Change a meeting recap's language after the fact.

Switch a generated meeting recap into a different language for a stakeholder instead of asking someone to re-summarize it manually.

MICROSOFT 365

Teams

WORKS WITH

Copilot

Business Outcome

The same meeting recap reaching stakeholders in their own language without a manual re-write.

Workflow Steps

Step 1: Confirm which language the recap needs to be in

Teams

Check with the stakeholder directly rather than guessing based on their location — language preference doesn't always match geography.

Step 2: Change the recap's language

Copilot in Teams

Open the existing recap and use its language-switch option to translate the already-generated text, rather than asking Copilot to re-summarize the original transcript in the new language from scratch.

Translating the finished recap keeps the content identical to what everyone else received, just in a different language.

Step 3: Have a speaker of that language spot-check it

Teams

Confirm terminology and tone translated sensibly, especially for anything specific to your industry or company jargon.

Step 4: Share the translated version directly with the stakeholder

Teams

Send it to them specifically rather than leaving them to find and switch the language themselves.

✓ Check the work

- A speaker of the target language has confirmed the translation reads naturally.
- Company- or industry-specific terms translated sensibly, not literally.
- The translated recap actually reached the stakeholder who needed it.

Expected Outcome

A translated version of the recap available for the stakeholder who needs it in a different language.

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