Transcribing Using Microsoft Word

From MP3

On Microsoft 365 go to Word.

In the upper right corner there is a microphone icon.

Clip the dropdown and select Transcribe.

It will take a few minutes to upload.
You will see your transcription in a box on the right of the screen.

Click *add all to document* and it will transfer to the Word document.

You can make changes on the Word document.

Only one transcription per Word document is allowed.