

(For Host)

AMORE PACIFIC

Break down language barriers with DeepL, the AI translation service for video meetings!

DeepL Voice for meetings User Manual (Host)



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01. Start a Teams Meeting

The screenshot shows the Microsoft Teams interface. On the left sidebar, the 'Calendar' icon is highlighted with a red circle and the number 1. In the top right corner, the 'Meet now' button is highlighted with a red circle and the number 2. A dialog box titled 'Start a meeting now' is open, showing a meeting name field with the text 'Meeting with 송민석/디지털 운영기획팀/Minseok Song'. The 'Start meeting' button is highlighted with a red circle and the number 3. Below this, another dialog box for audio settings is shown, with the 'Join now' button highlighted with a red circle and the number 4. The background shows a calendar view for December 2025 with various meeting events.

✔ **Start a meeting in Microsoft Teams**
for example, you can start a Teams meeting as follows:

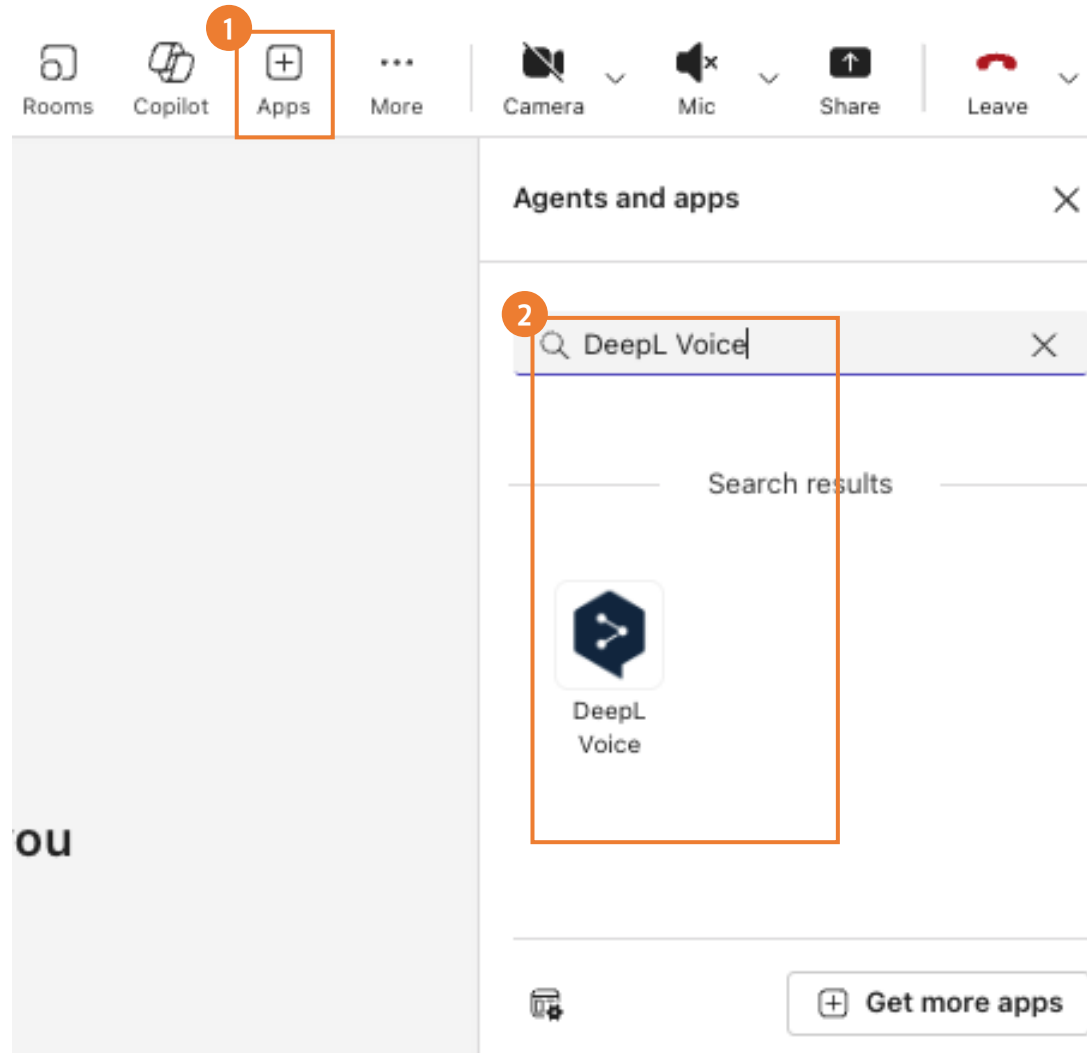
In the Teams PC app:

- ① Click "Calendar"
- ② Click "Meet now"
- ③ Click "Start meeting"
- ④ When the meeting popup opens, click "Join now" at the bottom right



Direct calls, channel calls, and town halls are not supported.

02. Open the DeepL Voice App in the Meeting

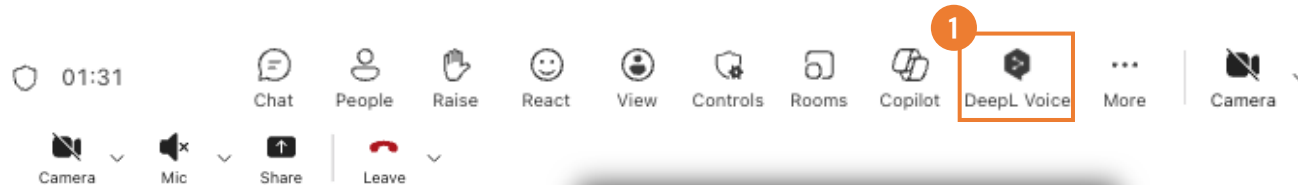


✓ Open the DeepL Voice application during the meeting.

- ① Click "Apps"
- ② Search for "DeepL Voice" and click it

OU

03. Start the App and Log In



01:31


Chat People Raise React View Controls Rooms Copilot **DeepL Voice** More Camera

Camera Mic Share Leave

DeepL Voice

Welcome to DeepL Voice!

Log in with a DeepL Voice subscription to make the app available to all meeting participants. Otherwise, continue as a guest.



Continue as guest

2 Log in

DeepL

계정 로그인

이메일

비밀번호

로그인

비밀번호를 잊으셨나요?

또는

3 SSO로 계속

계정 로그인

회사 SSO 도메인

4 amorepacific .sso.deepl.com

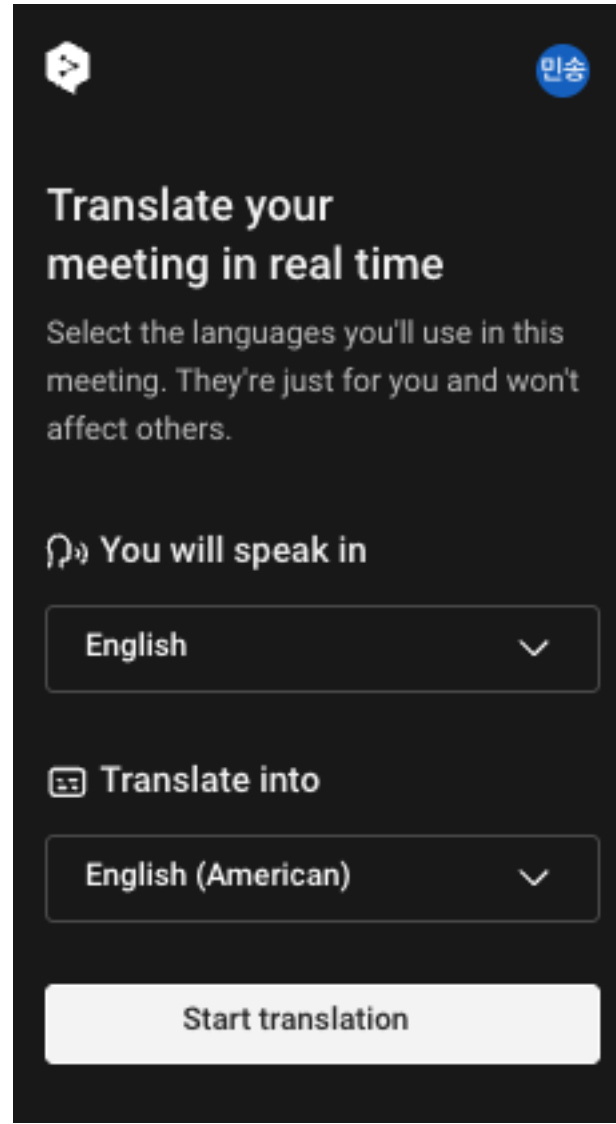
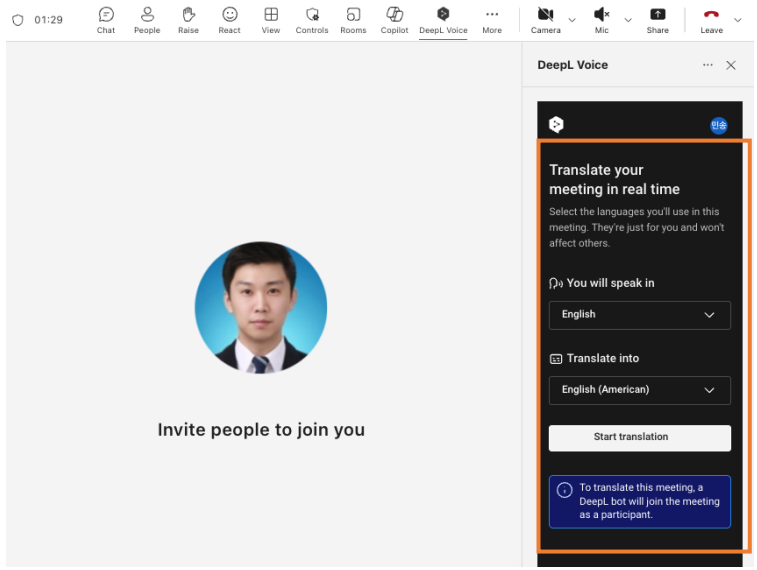
계속

< 이메일 로그인으로 돌아가기

✔ Click the added DeepL app and log in.

- ① Click "DeepL Voice" in the top tab
- ② In the DeepL panel on the right, click "Log In"
- ③ In the login popup, click "Continue with SSO"
- ④ Enter "amorepacific" in the input field and click "Continue" to log in

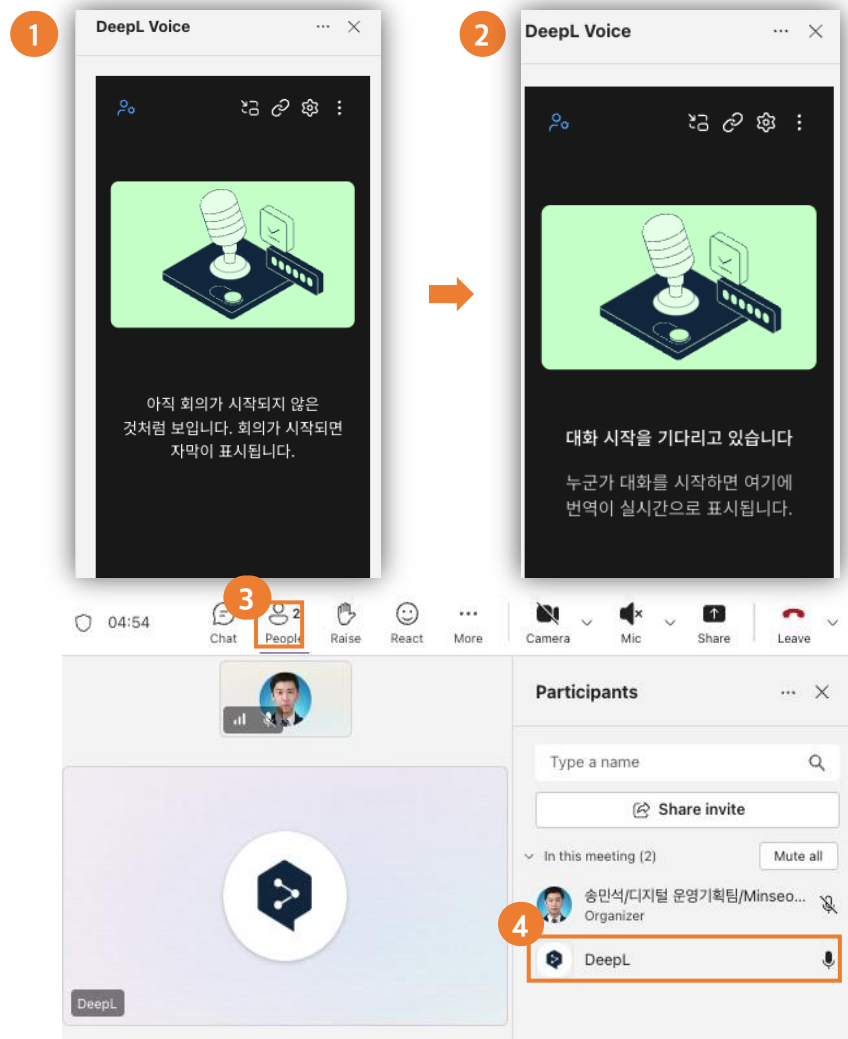
04. Select Language



- ✔ Choose the Voice language and the target language.
 - ① **You will speak in:** The language you will speak in the meeting (e.g., select 'English' if you will speak English)
 - ② **Translate into:** The language you want to see as subtitles (e.g., Select 'English' to enable English captions for the speaker's audio)
- 💡 You can change the language settings at any time during the meeting.



05. Confirm DeepL Bot Attendance

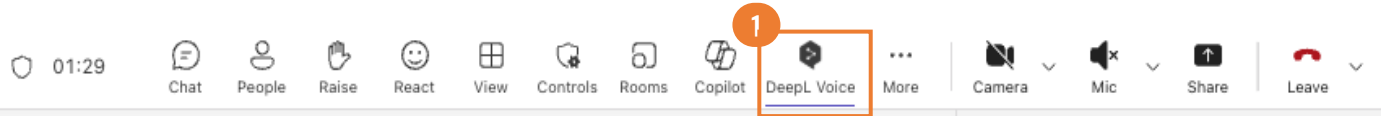


✓ Check if the DeepL Bot has joined the meeting.

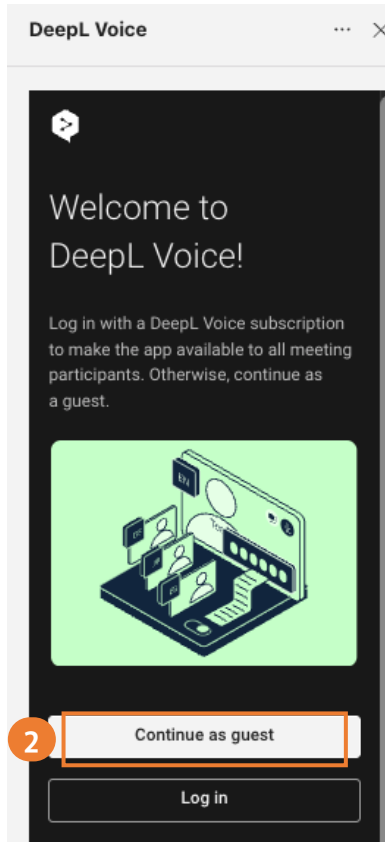
Translation starts only after the DeepL Bot joins as a participant.

- ① Before the bot joins, you will see a message: "It looks like the meeting hasn't started yet."
- ② After a short wait, the bot will join and you will see: "Waiting to start conversation."
Translation begins when you start speaking.
- ③ To check if the bot has joined, click the "People" button at the top.
- ④ In the participant window, check if DeepL is listed.

06. Guide Participants (Meeting APP) : Recommended



If participants can't see the app, instruct them to use it in a web browser



✔ When using the Top tab (in-app program) in Teams meetings

Notify meeting participants that they can use DeepL Voice.

- ① Meeting participants click the 「DeepL Voice」 app in the top tab of the Teams meeting.
- ② Click the 「Continue as Guest」 button to use the service.

06. Guide Participants (Web browser)

Meeting chat [Share] [Close]

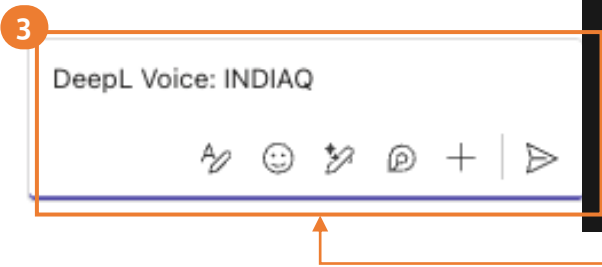
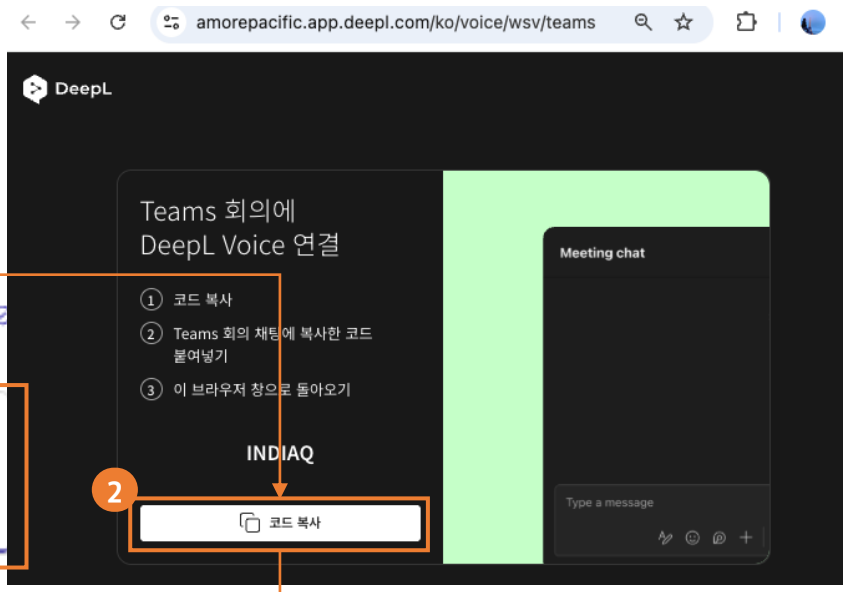
2:42 PM

We process your voice to transcribe and translate the meeting using AI. None of the data is stored permanently or used to train our AI models. For more details, see our Privacy Policy at <https://deepl.com/privacy>.

Translate your meeting with DeepL Voice
To view live translated captions, open DeepL Voice in your browser.

<https://www.deepl.com/voice/wsv/teams>

If participants cannot see the app, please instruct them to use it in a web browser.



✔ When using a web browser

If using the Teams in-app program is not possible, you can use it through a web browser.

- ① Click 「URL」 in meeting chat
(Sending this message is a Host-only feature. Please request the Host to send the message.)
- ② In the pop-up browser, click 「Copy Code」.
- ③ Paste the code into the chat room.

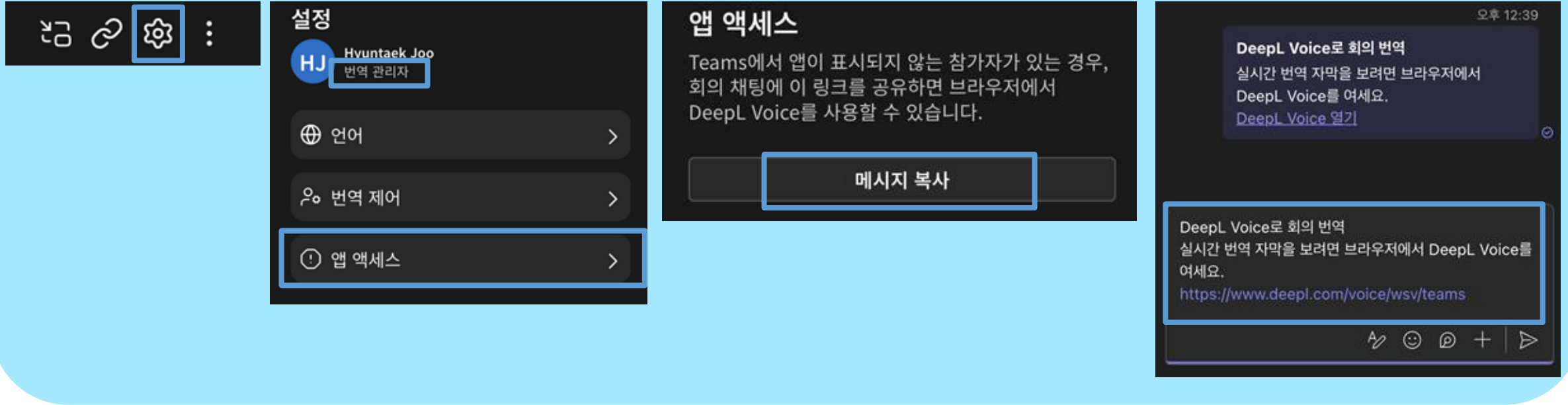
Tips

Here are some tips to help you use DeepL Voice more effectively.



Tips #1. How to get and share the web browser link

When the web browser link is not visible to some users in the chat, you can share the link again using the method below.

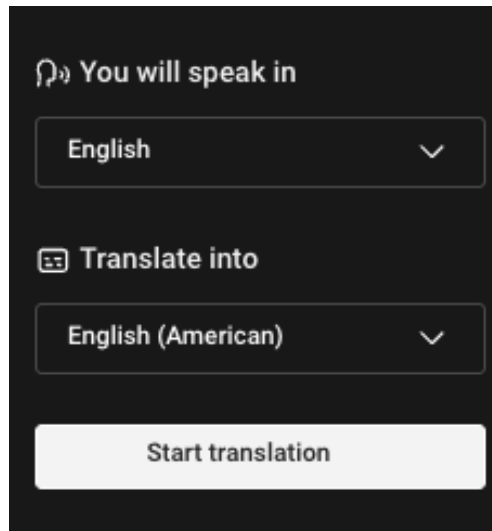


The DeepL Voice URL for web browsers is automatically displayed in the meeting chat when the bot joins the meeting. However, if some users cannot find the link in the chat (e.g., because they joined late), the translation manager (usually the host who added the DeepL Voice app) can copy the link manually by going to **App Settings (gear icon) → App Access → Copy Message**, and then paste it directly into the chat.

Tips #2. Check the correct language settings before starting translation.

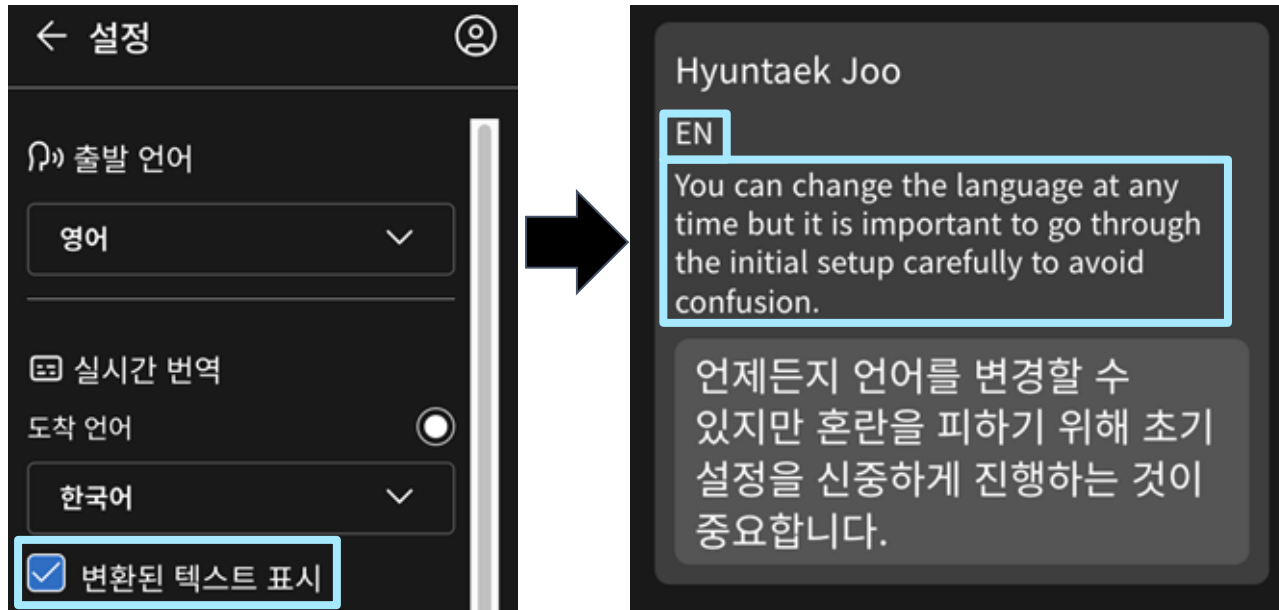
It is recommended to check that the source and target languages are set correctly.

- Before starting the meeting, ensure that all participants have correctly set their source language ('You will speak in'). If a specific participant's speech is not being translated well, it is likely that their language settings are incorrect.
- Speak in short, concise sentences to ensure your message is clearly understood. We recommend pausing appropriately between thoughts, similar to a meeting with a professional interpreter.



Tips #3. Setting for displaying additional subtitles before translation

After activating translation, we recommend enabling the Show Translated Text option in the settings screen.



- After DeepL Voice translation is activated, we recommend enabling the **Show Translated Text** checkbox in the settings screen (the initial setting is unchecked).
- You can view the speaker's source language (original subtitles) together with the translated content.

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Thank You

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