

Why You Should Enable Live Transcripts

- You do not know who in your audience may be deaf or hard of hearing. Take the onus of accessibility on yourself.
- Even if you do not have deaf or hard of hearing meeting participants, closed captions and live transcript may help others process the information presented.
- If there are privacy concerns, you can disable the ability to save the full transcript. Closed captions are available even if the meeting is not being recorded.

How to Use Live Transcripts and Closed Captioning in Zoom

1. Before the meeting, go to Meetings Settings (Advanced)
 - In Zoom, go to Zoom.us > Preferences > General
 - At the bottom of the General Settings page follow the link “View More Settings”
 - In the Settings menu of your Zoom profile, go to the “Meetings” tab and scroll down to “In Meeting (Advanced)”
 - Toggle “**Closed captioning**” to allow for closed captions by host, participants, or third-party closed captions
 - Check “**Enable live transcription** service to show transcript...”
 - Toggle “**Save Captions**” to allow participants to save the live transcript.
 - Similar settings may be available under the “Recording” tab.

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Security

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In Meeting (Advanced)

Report to Zoom
Allow users to report meeting participants for inappropriate behavior to Zoom's Trust and Safety team for review. This setting can be found on the meeting information panel. ☒

Breakout room
Allow host to split meeting participants into separate, smaller rooms ☒

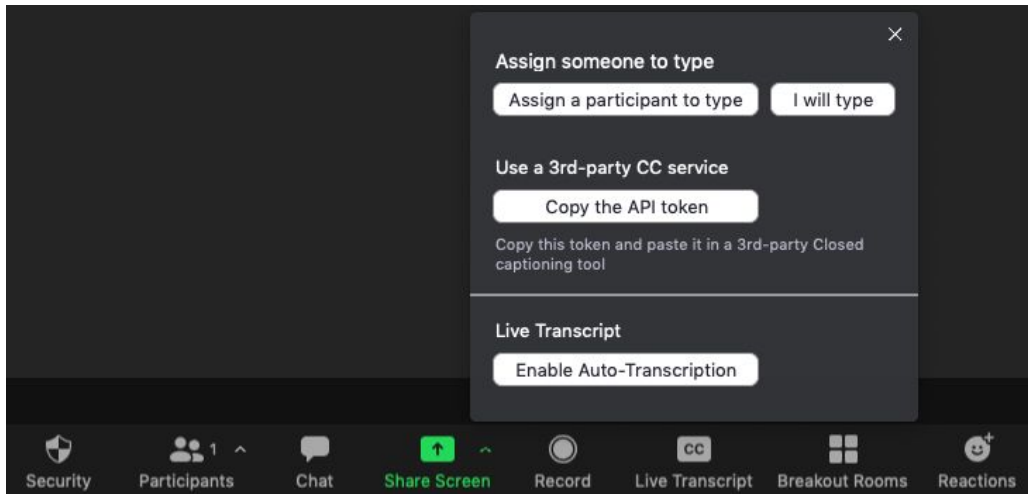
☒ Allow host to assign participants to breakout rooms when scheduling ☒

Remote support
Allow meeting host to provide 1:1 remote support to another participant ☐

Closed captioning
Allow host to type closed captions or assign a participant/third party device to add closed captions ☒

☒ Enable live transcription service to show transcript on the side panel in-meeting

2. During the meeting, the host or co-host can enable Live Transcription, assign a participant to type closed captions, or create a token to use with a 3rd party captioning service in the Meeting Controls panel at the bottom of the Zoom window, next to the “Record” button.



3. Participants can turn on closed captioning subtitles or view the full transcript during the meeting by selecting the small arrow next to the Live Transcript button.

