

# CLOSED CAPTIONING FOR ZOOM MEETINGS



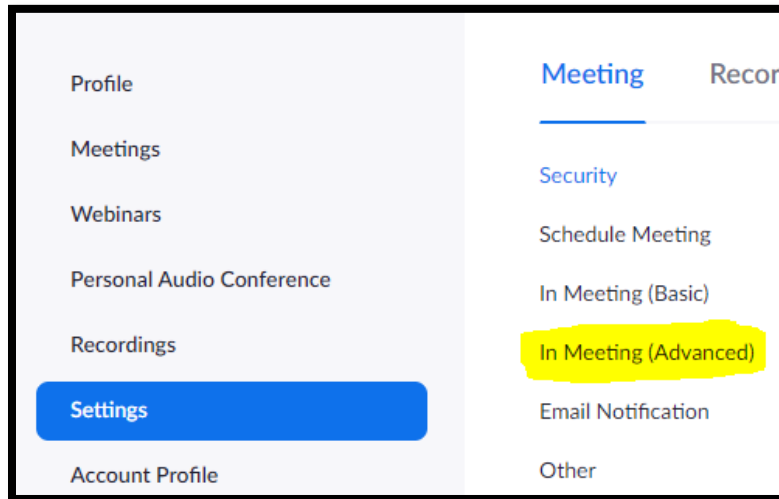
UPDATED: NOVEMBER 2024

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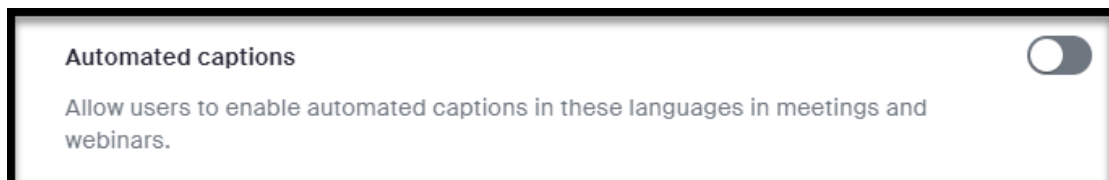
## Enabling Live Closed Captioning for Zoom Meetings

**Note:** \*This is an option for all paid accounts.

1. In a web browser, go to zoom.us.
2. Click “Sign In” (located in the top-right corner) and enter your Email address and Password.
3. Click “Settings” (located in the menu on the left-hand side).
4. Under the “Meeting” tab, click “In Meeting (Advanced).”

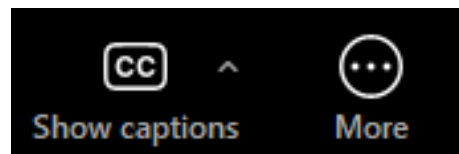


5. Scroll to the menu “Manual Captions.”
6. Ensure that the “Allow host to type closed captions or assign a participant/third party device to add closed captions” is ON.
7. Enable “Automated captions”.

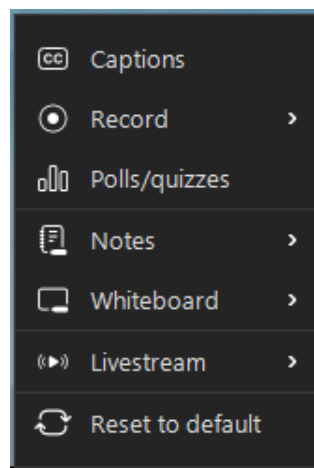


## Turning on Closed Captioning During a Zoom Meeting

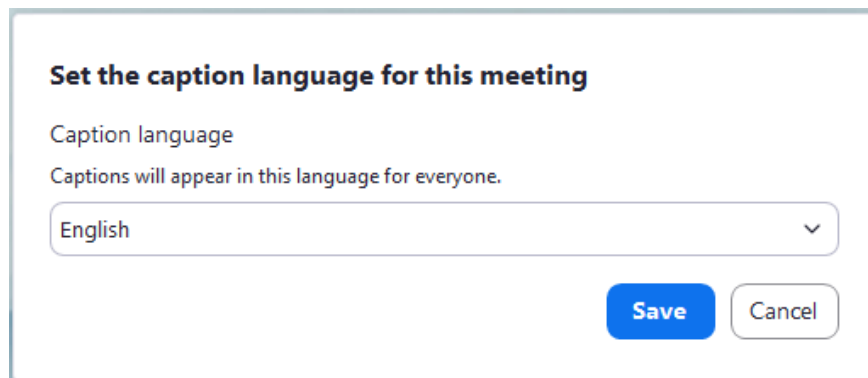
1. Open the Zoom application.
2. Start a Zoom Meeting.
3. Hover your mouse over the screen to view the toolbar.
4. Click “Show Captions.”



*(Note: If you do not see this option, click the “More” button and then click “Captions.”)*



5. A pop-up will appear. Select the language and click save.



6. Subtitles will now appear at the bottom of the window. The host and participants may also “View Full Transcript” for a running script on the side column.

**Note:** *If you want to record your meeting, the audio subtitles on the video do not save when recording to a local file.*