How to Enable Live Captioning for Zoom:

1. In order to have the option to utilize Live Captioning for your Zoom session, you would first need to enable it in your Zoom Settings found on Ecampus:

   ![Zoom](attachment:image.png)
   A video conferencing tool that provides remote access to online meetings, chat and mobile collaboration.

2. Once logged into your Zoom profile, select **Settings**:  

   ![Zoom Settings](attachment:image.png)

   - Profile
   - Meetings
   - Webinars
   - Recordings
   - **Settings**
   - Account Profile
   - Reports
   - Attend Live Training
   - Video Tutorials
   - Knowledge Base
3. In Settings, enable the option for **Closed Captioning/Live Transcription**

**Utilization of Live Transcription:**

Live-transcription (closed captioning) is not automatically enabled for all of your meetings by default, the host must enable them in order for your participants to have the ability to enable/view them.

1. Select **Live Transcript**

2. Select **Enable Auto-Transcription**
3. Once completed, the participant and host will now have the additional captioning options to utilize. As well as live transcription on screen.