



How to Enable Live Captioning for Zoom:

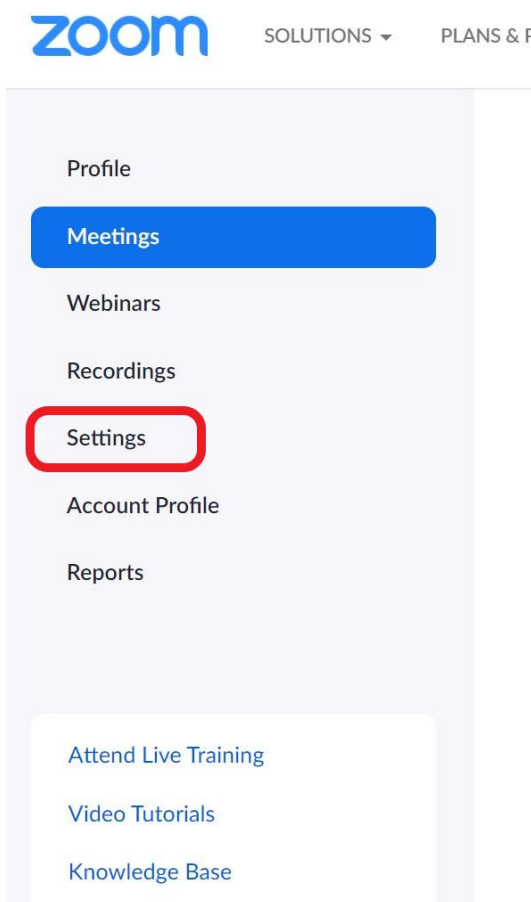
1. In order to have the option to utilize Live Captioning for your Zoom session, you would first need to enable it in your Zoom Settings found on Ecampus:



Zoom
A video conferencing tool that provides remote access to online meetings, chat and mobile collaboration.



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



The screenshot shows the Zoom web interface. At the top, the Zoom logo is on the left, and 'SOLUTIONS' and 'PLANS & P' are on the right. Below the logo is a vertical navigation menu with the following items: Profile, Meetings (highlighted with a blue bar), Webinars, Recordings, Settings (circled in red), Account Profile, and Reports. At the bottom of the menu, there is a white box containing three links: Attend Live Training, Video Tutorials, and Knowledge Base.

3. In Settings, enable the option for **Closed Captioning**/Live Transcription

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

Save Captions

Allow participants to save fully closed captions or transcripts



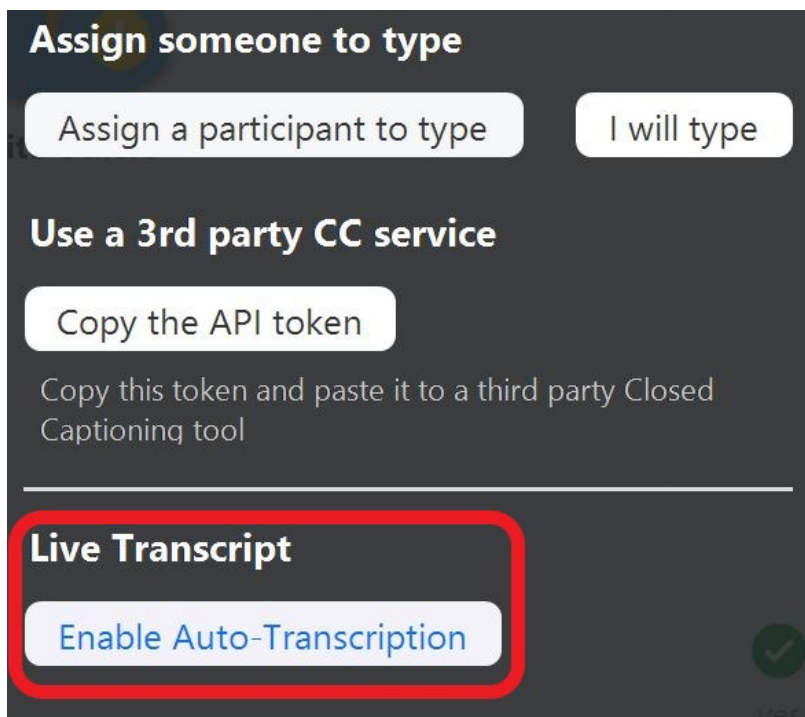
Utilization of Live Transcription:

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.

