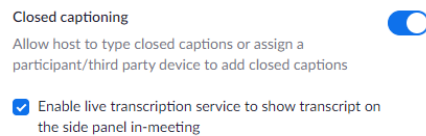# HOW TO ENABLE CAPTIONS FOR ZOOM MEETINGS
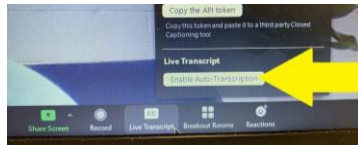## (New feature)

1. **Make the quick change in your settings**.

   a) Log into your Zoom account.
   b) Click on **My account>Settings>In Meeting (Advanced)**
   c) Scroll down to make sure "**Closed captioning**" is toggled on (blue)
   d) Check the new box **"Enable live transcription service to show transcript on the side panel in-meeting."** Optionally, turn on "**Save captions**" as well for the ability to save the transcript of the class.  Be aware to have this option *off* for confidential meetings.
   e) Click "**SAVE**".  Now you will have the option of enabling captions/transcription/subtitles during Zoom meetings that you host.



2. **When you are hosting a Zoom meeting**, click the "**CC/Live Transcript"** button and then click **"Enable Auto-Transcription"** on the pop-up box.



   a) This may not work if you are on a Chromebook.  Please use a computer.
   b) Ask your students if they can see the closed captions.  For some computers/devices, it turns on automatically for the participants, but on others, the student still needs to click the "CC Closed Caption".
   a) Adjust your camera to allow space for the captions at the bottom.  Your mouth should not be covered by the caption box. Your student's screen may look different than yours, so please ask if they can see your entire face and the captions.
   b) Participants can click their "CC" button and "subtitle settings" to change the size of the subtitles/captions on their screen.
   c) Participants may be able to "View Full Transcript", which will show the transcript in the side panel. This feature will disappear when the host is sharing their screen and is not even available on some devices. This feature is extremely helpful for students to see the name of the speaker with the captions and shows more captions at once.
   d) Please only have one participant unmuted and speaking at a time.
   e) The captions are NOT available yet in breakout rooms.  Please keep your student in the main Zoom room so he/he can see the captions. Zoom is working on this.
   f) The sound and captions will be better quality when you use a headset/earbuds with mic plugged into your computer.
   g) *Watch the captions on your screen so you can monitor your own clarity of speech for accurate captioning.