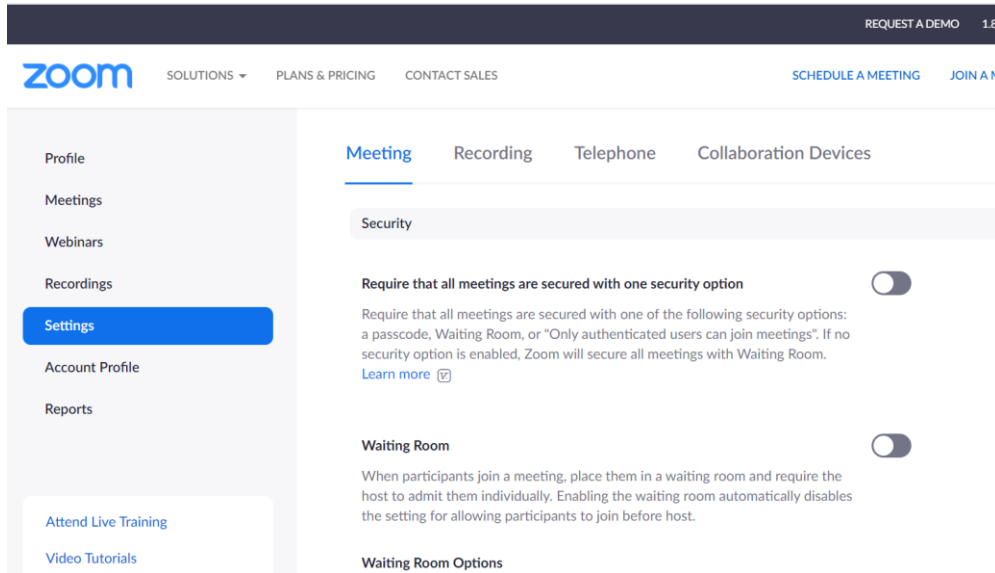


1. Login to Zoom online and go to the **Setting** section:



2. **Scroll Down** or use the “**Find**” tool to locate the **closed captioning section**.

3. **Turn on closed captions** using the switch outlined by the red box. When on, it should be blue. Also make sure all boxes are checked.

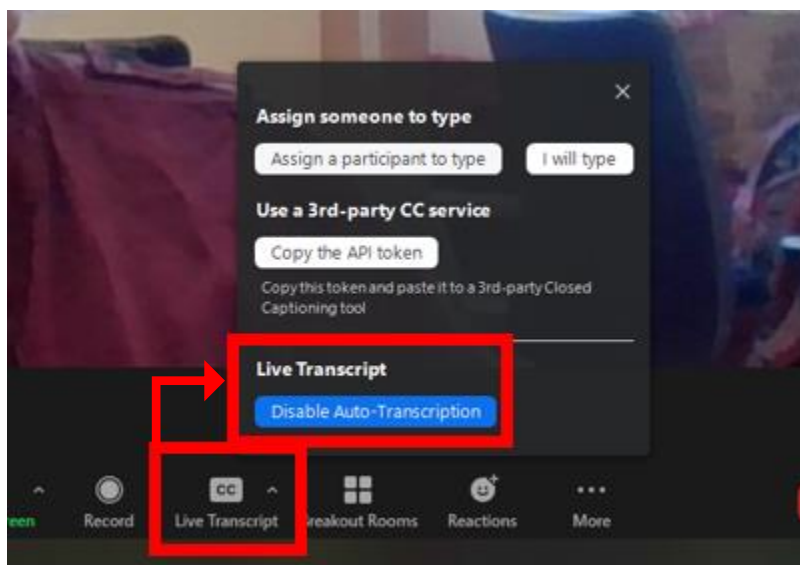
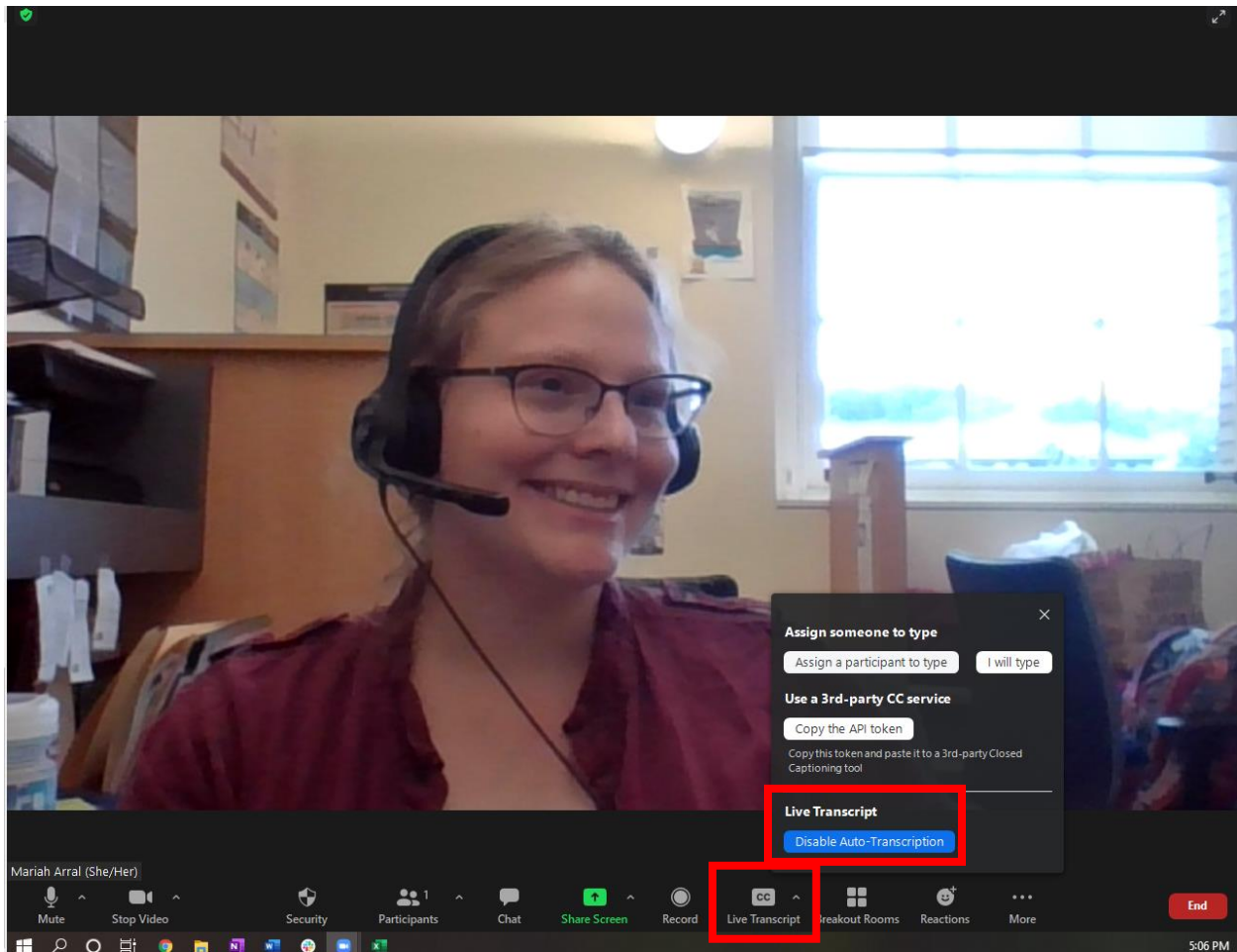
Closed captioning

Allow host to type closed captions or assign a participant/3rd-party service to add closed captions

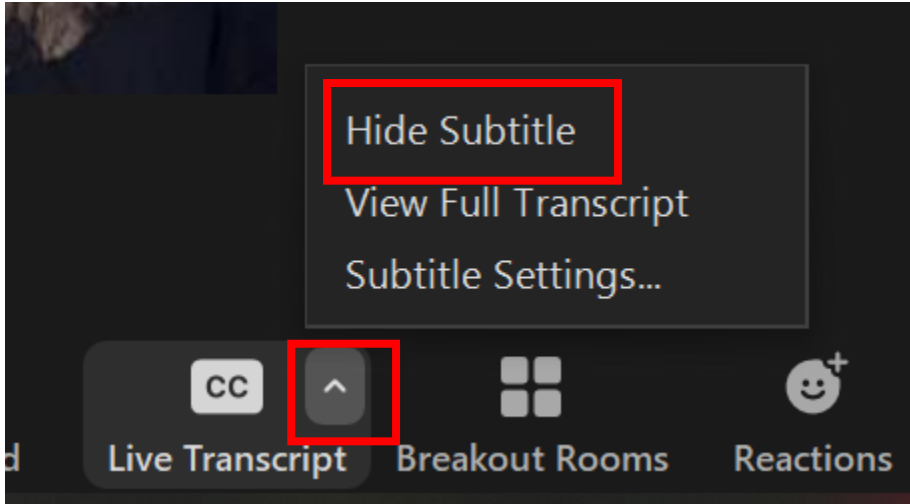


- Allow use of caption API Token to integrate with 3rd-party Closed Captioning services
- Allow live transcription service to transcribe meeting automatically
- Allow viewing of full transcript in the in-meeting side panel [Learn more](#)

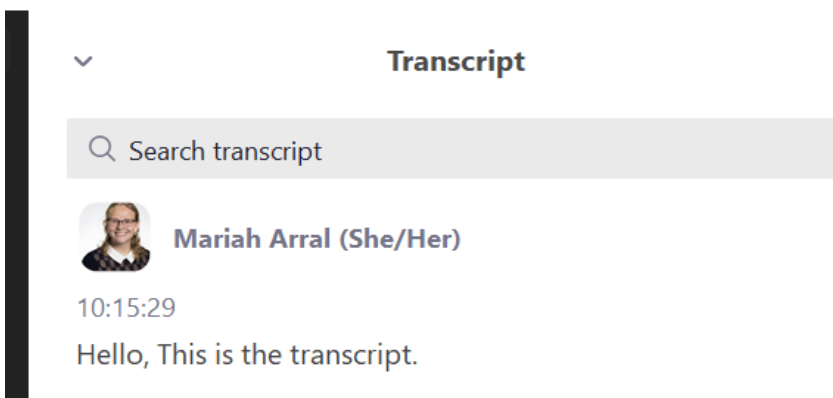
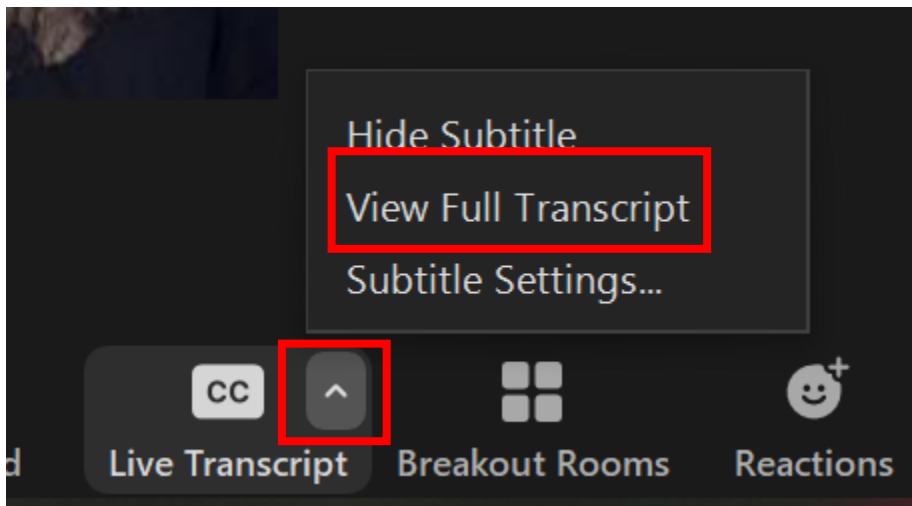
3. When you are on a Zoom Call click the **“Live Transcript”** and **“Enable Auto Transcription”**



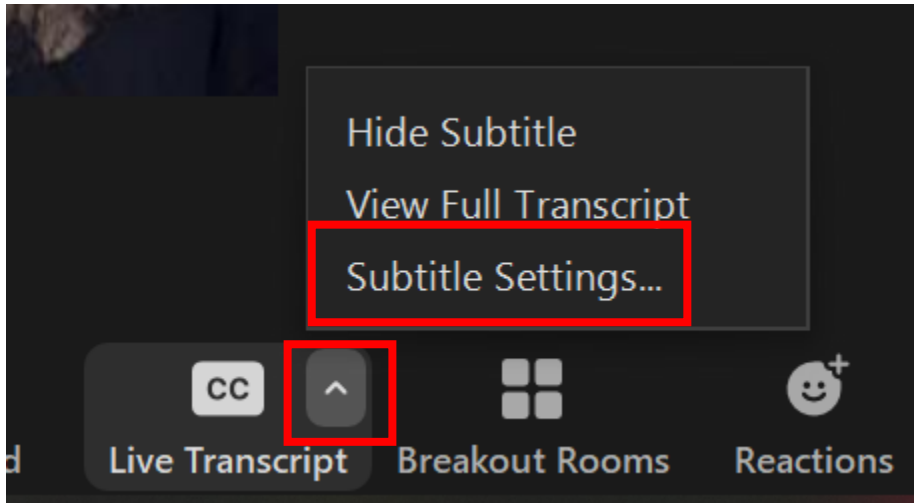
4. If you are on a call with closed captions, you can “hide” them by clicking the up arrow.



5. You can also view the full transcript. You can also make this a pop-out window.



6. There is also a settings page if you wish to make changes.



Settings

- General
- Video
- Audio
- Share Screen
- Chat
- Background & Filters
- Recording
- Profile
- Statistics
- Feedback
- Keyboard Shortcuts
- Accessibility**

Closed Caption

Closed Caption Font Size: Normal Medium Large

These are medium sized subtitles.

Chat Display Size (Ctrl+/-)

100%

Screen Reader Alerts

[Restore Defaults](#)

Description	Enable
IM Chat Received	<input checked="" type="checkbox"/>
Participant Has Joined/Left Meeting (Host Only)	<input checked="" type="checkbox"/>
Participant Has Joined/Left Waiting Room (Host Only)	<input checked="" type="checkbox"/>
Audio Muted by Host	<input checked="" type="checkbox"/>

More Info on Zooms website:

<https://support.zoom.us/hc/en-us/articles/207279736-Closed-captioning-and-live-transcription>