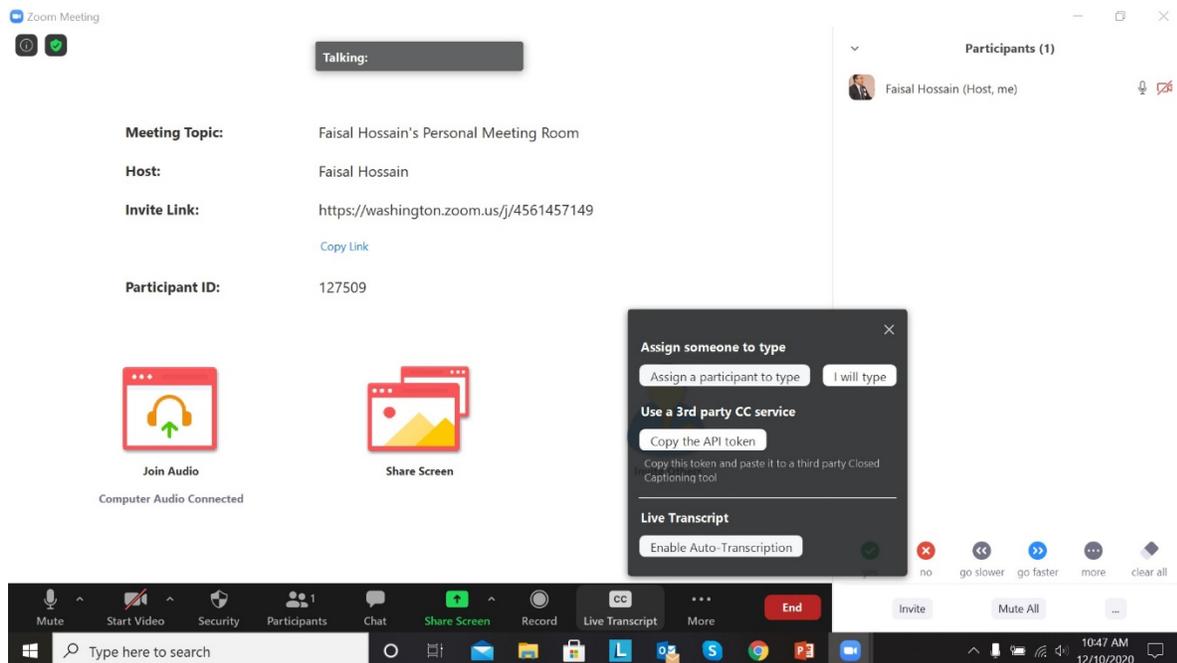


ENABLING LIVE CLOSE CAPTIONING DURING A ZOOM MEETING

Generally, if the host of the Zoom meeting has enabled closed captioning in the zoom settings, then all that needs to be done is for the host to turn the option of live transcript/CC on for the particular meeting. Once that option is enabled at the beginning of the meeting session, all participants can see each other's conversation transcribed in real-time as they are speaking and listening. The live transcript option does need to be enabled everytime for a new Zoom session by the host. Other participants should not need to enable the live transcription option. However, we do recommend that each participant checks 'settings' under Zoom and check [this resource with steps](#) provided by Zoom Support.

Below we provide some sequential screen shots on how to enable live transcript (closed captioning) for all meeting participants to avail real-time transcription of the conversation.

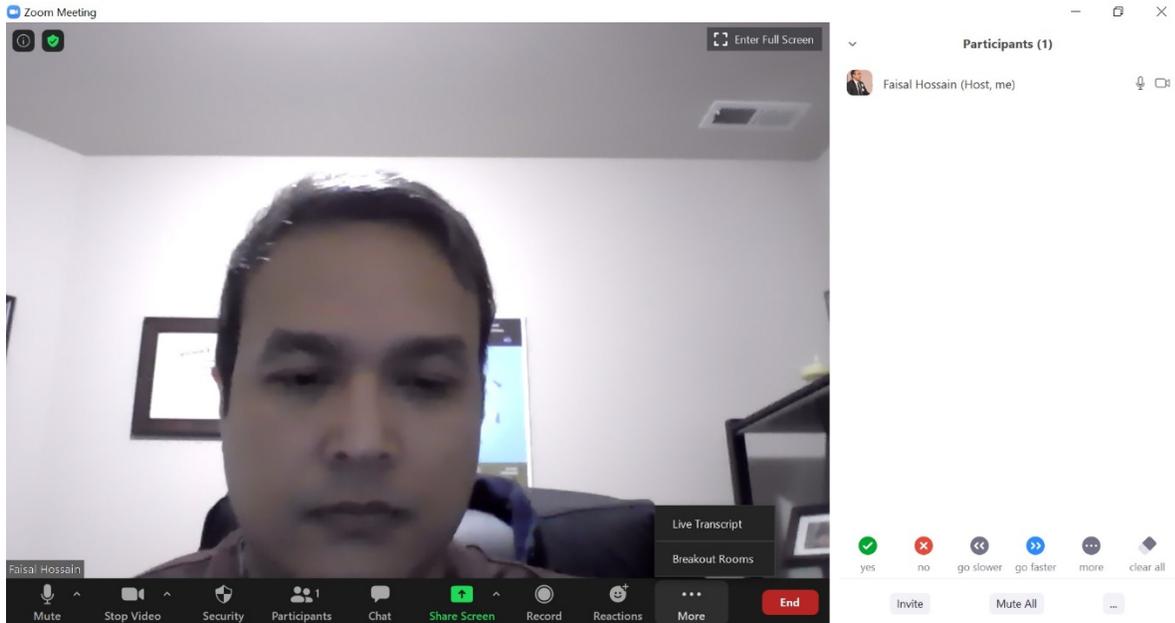
1. ONCE THE HOST HAS STARTED THE MEETING, CLICK ON “**CC-Live Transcript**” button that should appear at the bottom or top of the screen (see below).



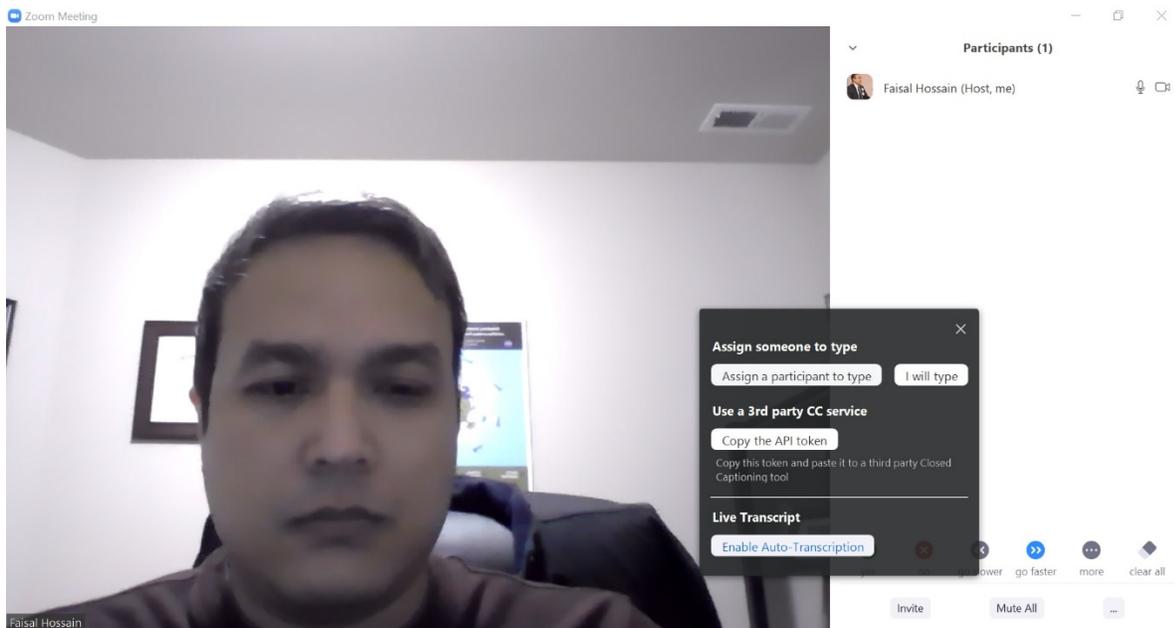
2. NEXT, CLICK “Enable Auto-Transcription”
3. Once clicked, the “Enable Auto-Transcription” button becomes blue and says “Disable Auto-Transcription”

If the host or any participant is speaking and somehow not seeing any auto (real-time) transcription of audio appearing, then we recommend the following sequence.

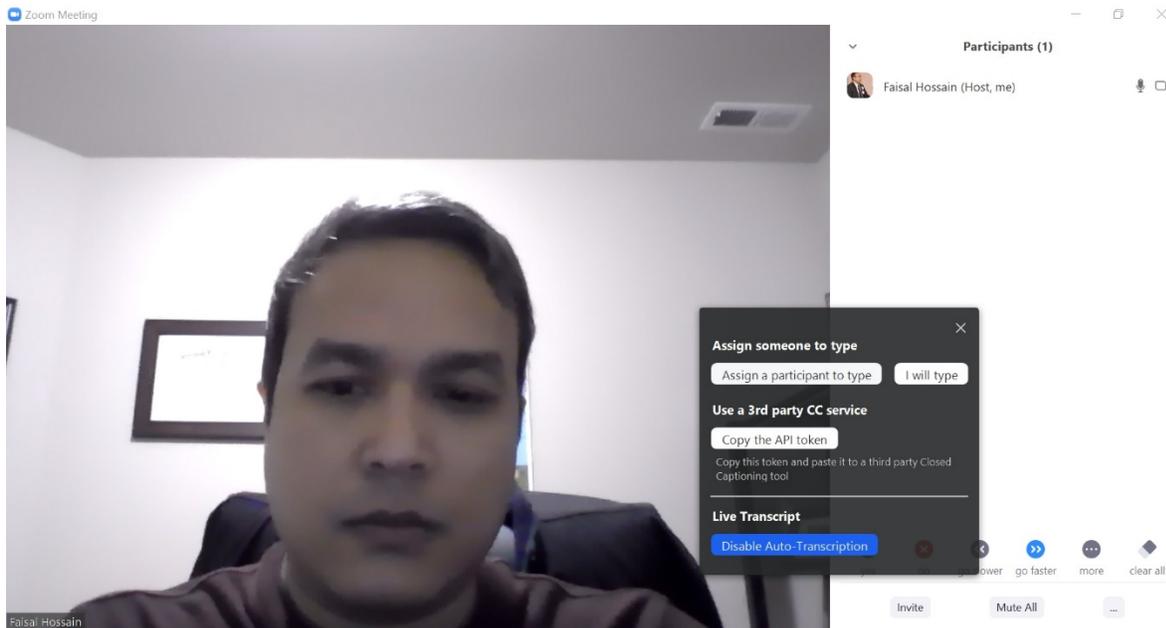
1. If video is already on, then there should be a “More” button at the bottom or above on the Zoom screen. Click on that button as follows:



2. Next, click on “Live Transcript” that appears as an option.



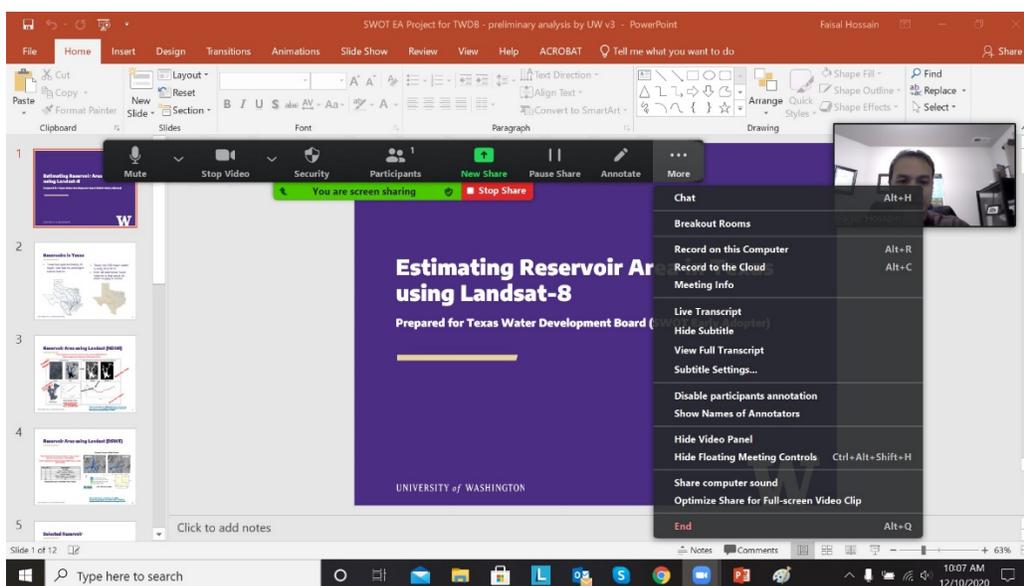
3. Then click on “Enable Auto-Transcription”



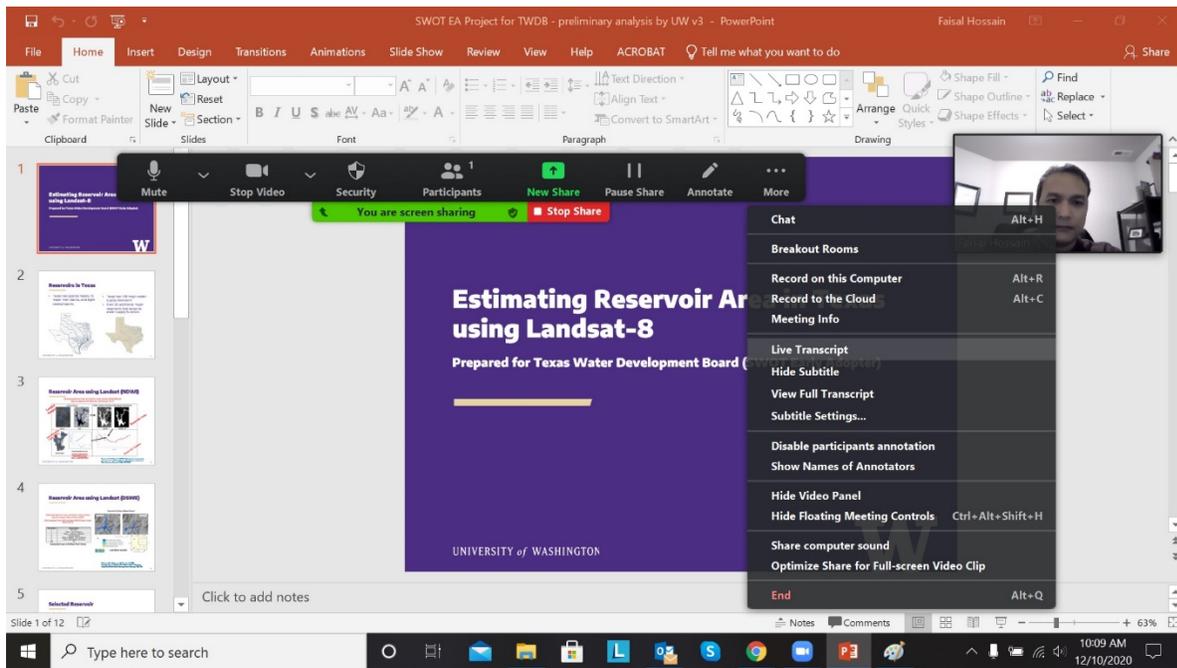
4. The button becomes blue as seen above and a temporary message should appear saying “Live transcription is ON”. From here on, all audio from any participant should get automatically transcribed and available to all on the screen.

If Host or Speaker has started sharing screen and presenting and somehow the auto-transcription is not appearing, then we recommend the following sequence of actions.

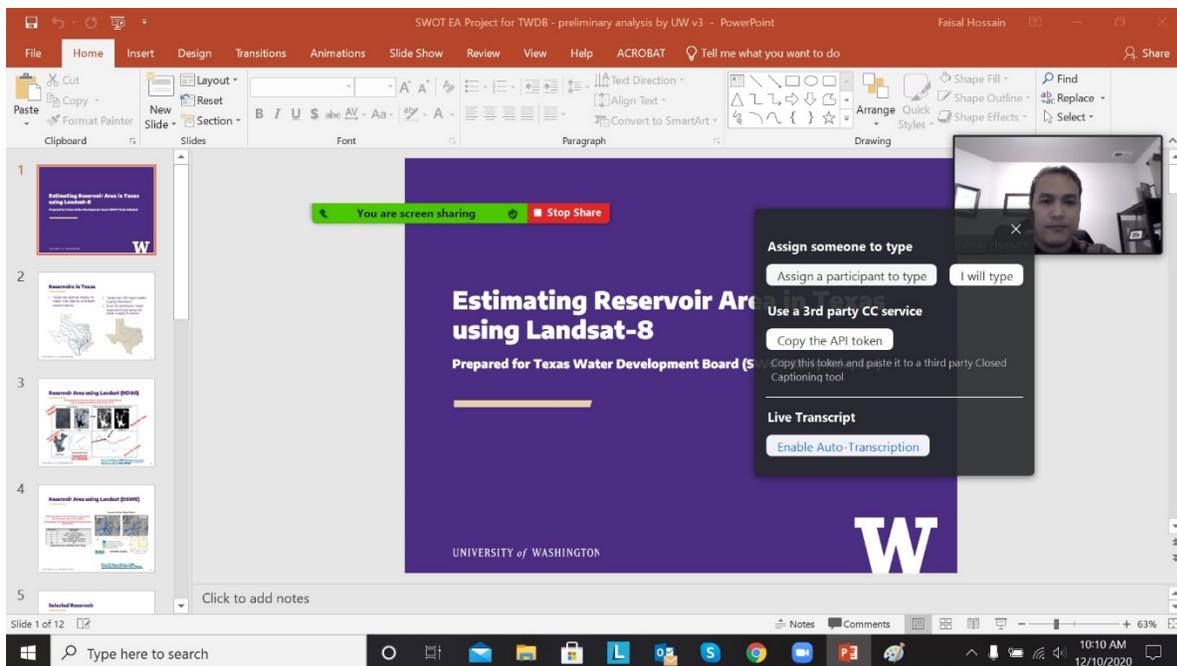
1. Click on “More” button that should appear on the horizontal bar for screen sharing (the mouse over makes the entire horizontal bar appear)



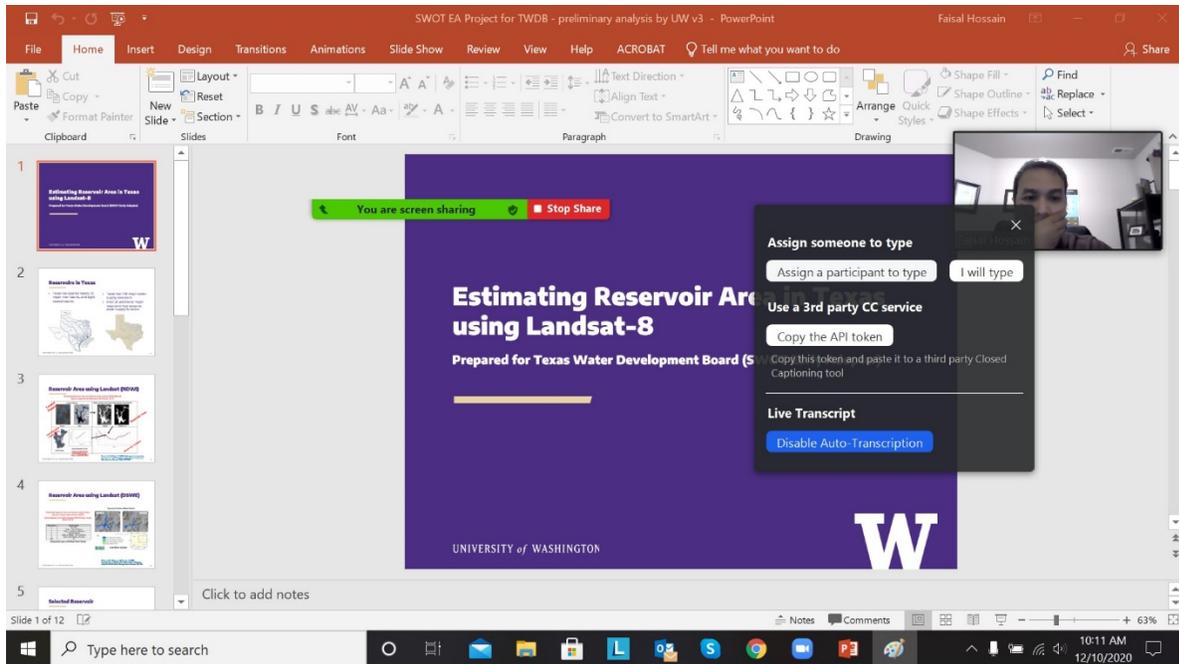
2. Next, click on the “Live Transcript” option from the pull-down menu



3. Click on “Enable Auto-Transcription”



4. The button becomes blue and should say “Disable Auto-Transcription”



5. There should be a temporary message appearing informing all that the closed captioning (realtime transcription) is now on.