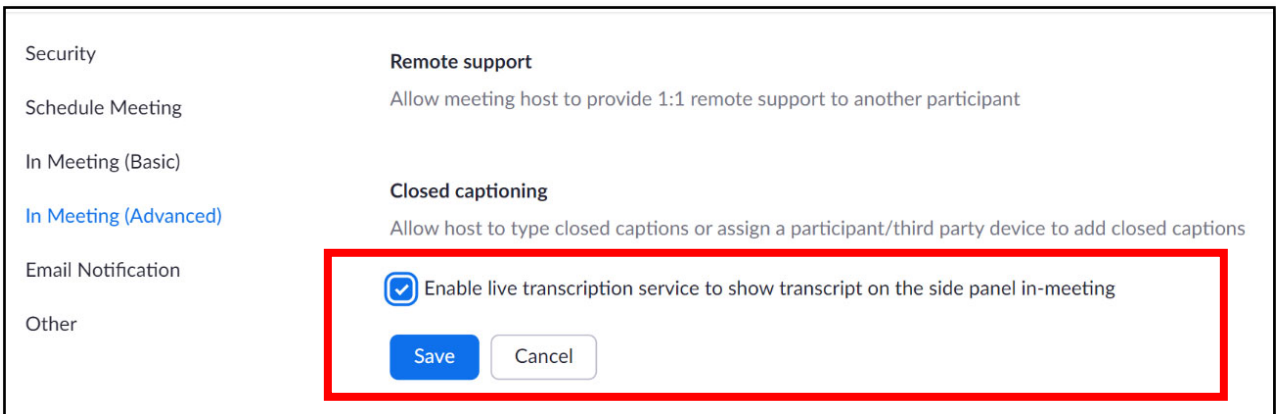


To enable Zoom Closed Captioning (Live Transcription) feature (available on all Zoom plans except the free Basic plan):

Prior to meeting

1. log into your zoom account settings or simply navigate to <https://success.zoom.us/profile/setting>
2. under the Meeting category, click on "In Meeting (Advanced)" and scroll to "Closed captioning"
3. check the box for "Enable live transcription service to show transcript on the side panel in-meeting" and "Save"



Once this setting is enabled, a "CC Live Transcript" button should show up in the meeting toolbar for each meeting.

At the start of each meeting,

the host must click on that "CC Live Transcript" button and then click on "Enable Auto-Transcription". That will allow any attendee to see captions if they click on the "CC" button on their own screen.

This is computer generated captioning and there is no third-party required to type.

