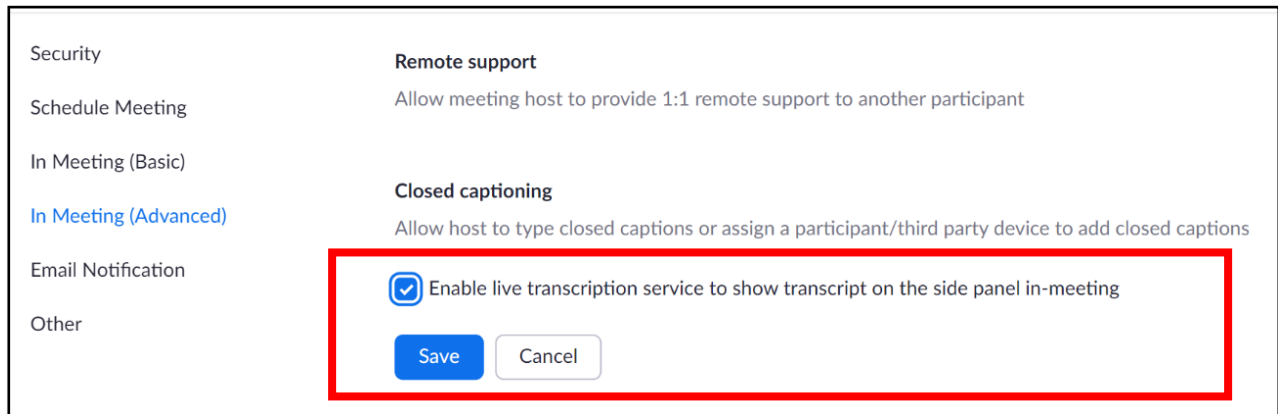# How to enable Zoom automatic Closed Captioning (Live Transcription)

This is a two-step process to enable computer generated captioning. No third-party required.
Available with plans:
- Pro, Business, Education, Enterprise, approved K-12 accounts and others upon request.
- People with hearing loss can request free access: click here.

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"
4. click on "Save"

Once enabled, you should see a "CC Live Transcript" button in the meeting toolbar for each meeting.
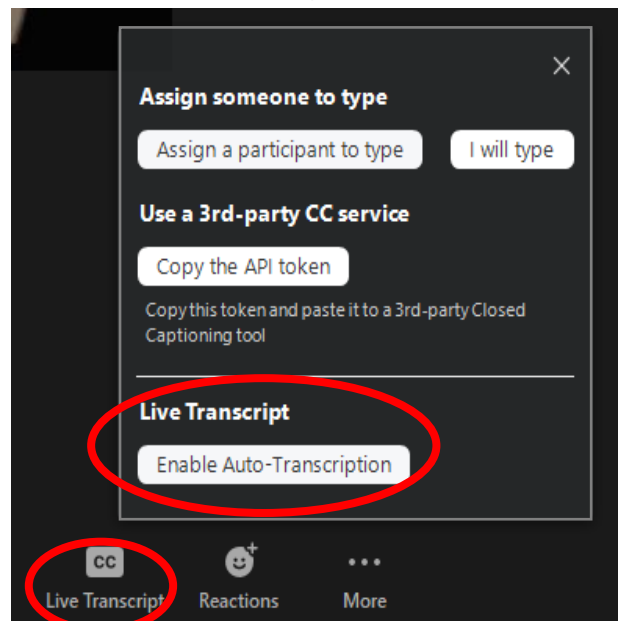
At the start of each meeting,

The host must:
1. click on the "CC Live Transcript" button
2. click on "Enable Auto-Transcription".

Attendees must:
1. click on the "CC Live Transcript" button on their own screen
2. click "show subtitle"

Many people benefit from captions but won't request them, so please keep them enabled in your settings and enable them at the start of every meeting. It's important accessibility.

For more info, click here for the Zoom help center page.