DRAFT - Using Zoom's Live Closed-Captioning and Transcription

Recently, Zoom added live transcription capabilities that can be initiated by the meeting host. Before you can use captioning and transcription features, however, the host must turn the features "On" in their Zoom account settings.

Note: If you haven't been prompted to update your Zoom client or browser extension recently, visit the Zoom Download Center to get the latest version.

Meeting Host

Log In to Your Zoom Account

Complete the following steps to login to your Zoom account and access your account settings:

1. Go to https://emich.zoom.us/ and click the **Sign in** button.
2. Type your EMU **NetID Username** and **Password** and click the Sign In button.
3. Complete the **DUO** secondary authorization process and sign in.
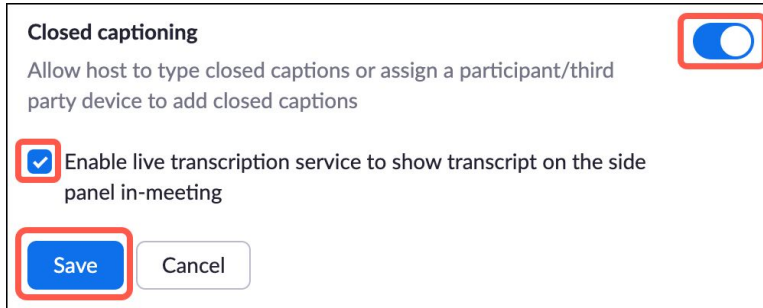
Enable Closed Captioning and Live Transcription

1. From the navigation panel on the left, click the **Settings** link; Zoom settings are organized under three tabs.
2. Click the **Meeting** tab to display the Meeting sub-menu.
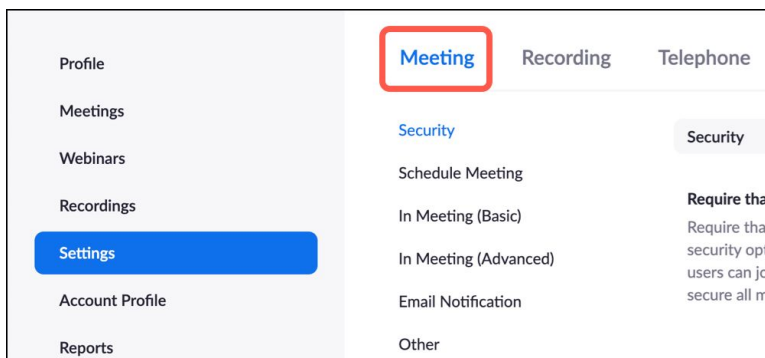
3. From the Meeting sub-menu, click the **In Meeting (Advanced)** link to view the related options. Scroll down the list of options until you see **Closed captioning**.
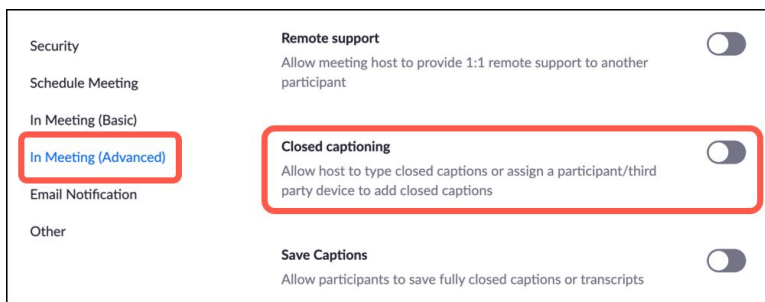
4. Click on the **toggle switch**, located to the right of the Closed captioning option, to enable Closed captioning.
   a. Once you turn on Closed captioning, the option to **Enable live transcription service to show transcript on the side panel in-meeting** displays; click the **checkbox** to enable live transcription.
   b. Click the **Save** button.

Note: Closed captioning does not differentiate between speakers, while live-transcription does.

5. Directly below the Closed captioning option is the option to **Save Caption**s. This option allows participants to save a copy of your meeting captions or transcript. Click on the **toggle switch**, located to the right of the **Save captions** option, to enable the save feature.
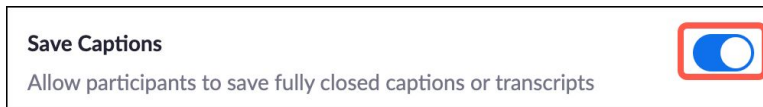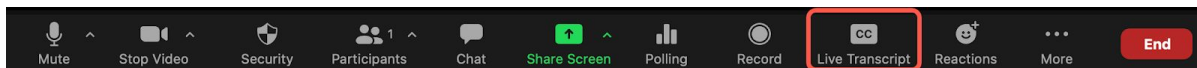
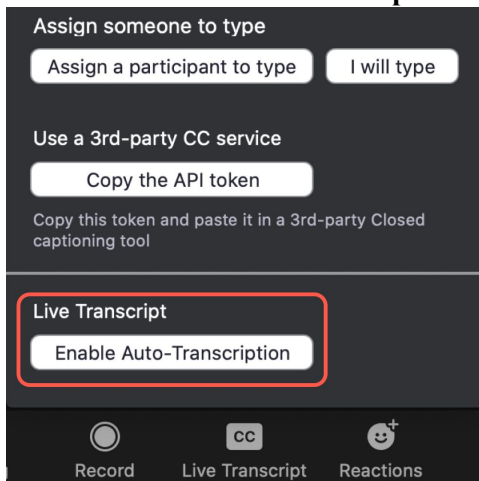

Enable Auto-Transcription

Once you enable closed captioning and live-transcription in your account settings, you can use these features whenever you are the meeting host.

To begin:

1. Enable live transcription by clicking on the **CC icon**, located on the meeting toolbar.
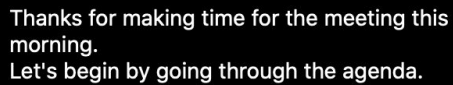

2. Click the **Enable Auto-Transcription** button.

DRAFT - Meeting Host and Participants

Once the meeting host has enabled auto-transcription, participants can click on the **CC icon** to display live closed-captioning. Clicking on the CC icon will also display caption (subtitle) and transcript options; meeting hosts can view the options by clicking on the up arrow located to the right of the CC icon.

Note: Modifying the options for viewing captions (subtitles) and the transcript is specific to your Zoom session; changes will not impact the display for other participants.
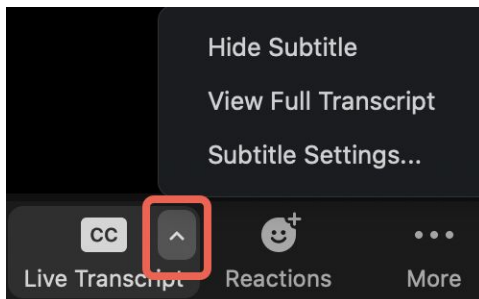

a. Click the **Hide Subtitle** option to hide the caption display.
b. Click the **View Full Transcript** option to open a sidebar displaying the transcript. If the Save Captions option is enabled, participants will have an option to save the transcript, if desired.

   Note: There is only one sidebar in Zoom; the contents of the sidebar will change (e.g., participant list, transcript) based on the feature you are actively using.
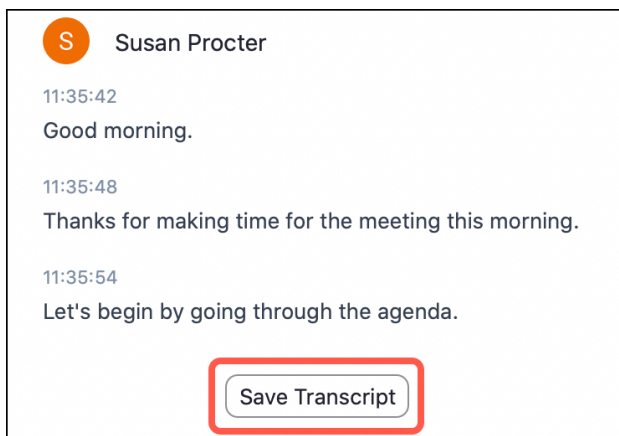
c. Click the **Subtitle Settings** option to modify the size of in the caption display.