

## User Settings to Enable Captioning and Live Transcription

To enable the closed captioning or live transcription for use in your meetings:

1. Sign in to the Zoom web portal. <https://zoom.us>
2. In the navigation panel on the left, click **Settings**.
3. Click the **Meeting** tab. Then click the **In Meeting (Advanced)** button.
4. If the **Closed caption** setting is disabled, click the toggle to enable it. If a verification dialog displays, click **Turn On** to verify the change.
5. With **Closed Captioning** enabled, the option to enable live transcription should appear directly below as **Enable live transcription service to show transcript on the side panel in-meeting**. Check this box to enable live transcription.



## Starting live transcription in a meeting

1. In a Zoom meeting or webinar that you are hosting, click **Closed Caption**  or **Live Transcript** , if that feature is enabled.
2. Choose the **Enable Auto-Transcription** option:

