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 CC or Live Transcript CC, if that feature is enabled.
2. Choose the Enable Auto-Transcription option:

Assign someone to type
- Assign a participant to type
- I will type

Use a 3rd-party CC service
- Copy the API token
Copy this token and paste it in a 3rd-party Closed captioning tool

Live Transcript
- Enable Auto-Transcription