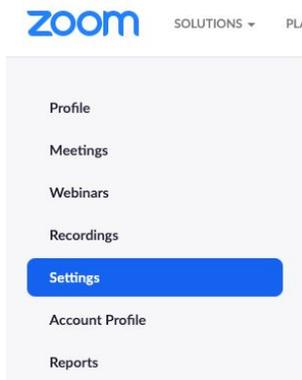


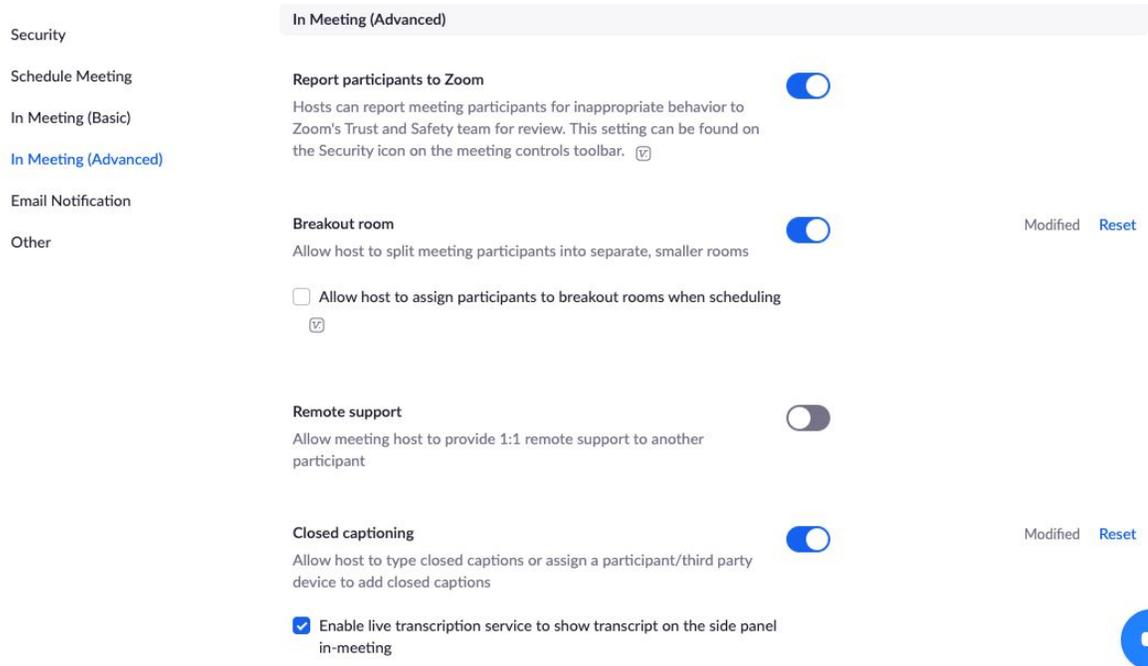
# Turn on Live Closed Captioning in Zoom

You can now turn on live, automatic closed captioning in Zoom! You'll need to turn on the feature in your overall **Settings** first.

1. Go to <https://escneo.zoom.us/> and log in with your ESC account.
2. On the left side, go to settings.



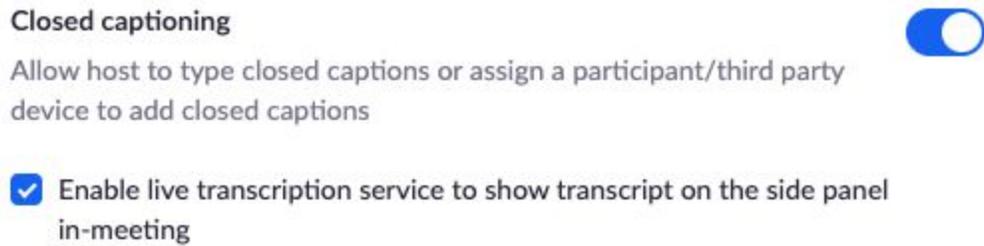
3. Go to the **In Meeting Advanced** section and turn on **Closed captioning**.

A screenshot of the Zoom 'In Meeting (Advanced)' settings page. On the left is a navigation menu with categories: Security, Schedule Meeting, In Meeting (Basic), In Meeting (Advanced) (selected), Email Notification, and Other. The main content area is titled 'In Meeting (Advanced)' and contains several settings:

- Report participants to Zoom**: A toggle switch is turned on. Description: Hosts can report meeting participants for inappropriate behavior to Zoom's Trust and Safety team for review. This setting can be found on the Security icon on the meeting controls toolbar. [?] [v]
- Breakout room**: A toggle switch is turned on. Description: Allow host to split meeting participants into separate, smaller rooms. Modified [v] [Reset]
- Allow host to assign participants to breakout rooms when scheduling**: An unchecked checkbox. [v]
- Remote support**: A toggle switch is turned off. Description: Allow meeting host to provide 1:1 remote support to another participant.
- Closed captioning**: A toggle switch is turned on. Description: Allow host to type closed captions or assign a participant/third party device to add closed captions. Modified [v] [Reset]
- Enable live transcription service to show transcript on the side panel in-meeting**: A checked checkbox. [v]

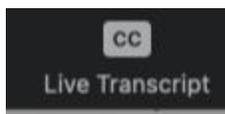
A blue circular icon with a white speech bubble is located at the bottom right of the settings area.

4. Click on the box to **Enable live transcription** and save

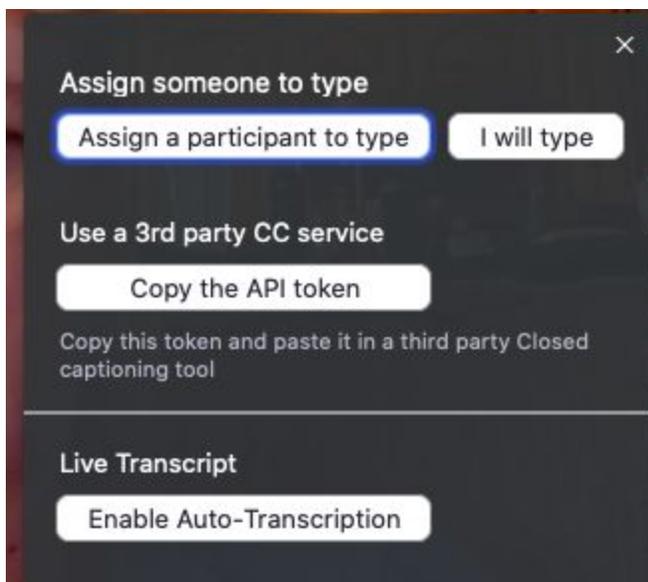


## How to use it in a meeting

5. Start your Zoom meeting
6. Click on the new **CC button** on your Zoom toolbar



7. Click **Enable Auto Transcription**



8. Now your live captions will appear!

\*The meeting host has to enable this feature. Once enabled and clicked on for that specific Zoom meeting, participants will then be able to turn the cc on or off for themselves as well as get a running side bar of the transcription with time notations.