Enabling Live Captions in Zoom

Zoom now has live captioning functionality. However, the host of the session must turn on the feature in order for participants to manage the live captioning themselves. The steps below will guide hosts through the process of enabling live captions in Zoom.

Step 1: Ensure Live Captions Are Enabled In Zoom Settings

By default, the live captions are enabled on all UD Zoom accounts. However, it may be useful to check your settings to ensure they are on.

1. Log in to Zoom at udayton.zoom.us
2. Click on the **Settings** tab in the left-hand menu
3. Click on the **In Meeting (Advanced)** section from the settings menu
4. Look for the **Closed captioning** setting. Ensure the checkbox next to "Enable live transcription . . . " is checked as shown in the image below:
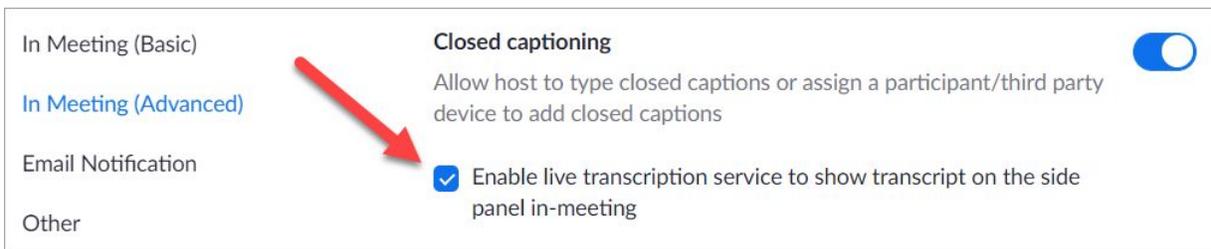
Step 2: Turn On Captions During the Meeting

For any meeting where you'd like students to have the option to turn on captions, the host needs to turn on the **Live Transcript** option.

1. Look for the **Live Transcript** button in the Zoom tool menu. If you don't see the option, click on the **More** button to find it there.

2. Click on the **Live Transcript** button and click the **Enable Auto-Transcription** button as shown in the image at right.

3. Automated captions will now be 'on' for you and the participants in the meeting. You can tell the participants that they can choose to hide the captions by clicking on the arrow next to the **Live Transcript** button and then clicking **Hide Subtitle:**