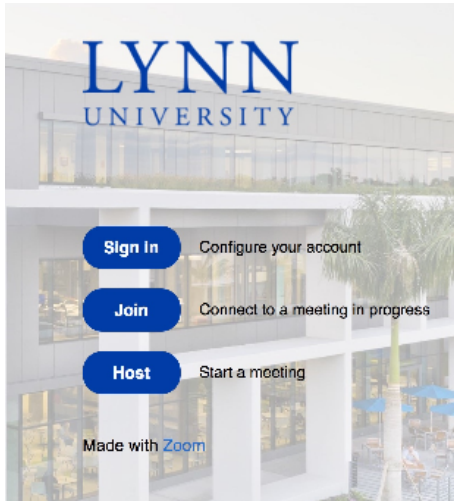


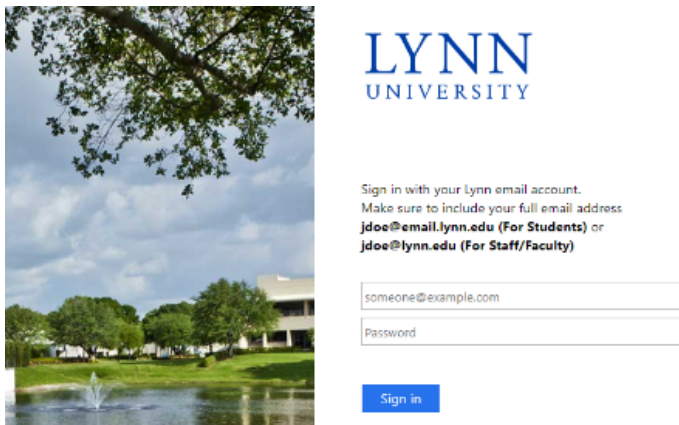
Enabling Zoom Closed Captioning/Live Transcription

Enabling Settings for All Meetings

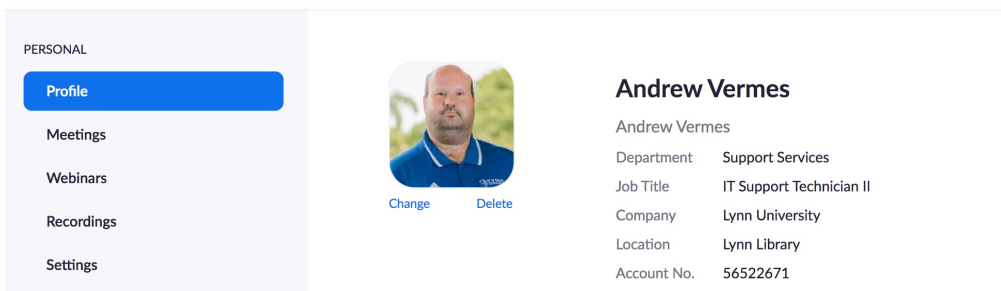
- Open a browser and go to <http://zoom.lynn.edu>
- Click on the "Sign In" button



- Sign in with your Lynn University email address and password.



- Once in the Zoom portal, click on the "Settings" option on the left-hand side.



- Once in settings, click on the "In Meeting (Advanced)" option.

Meeting Recording Telephone Collaboration Devices

Security

Security

Schedule Meeting

In Meeting (Basic)

In Meeting (Advanced)

Email Notification

Other

Require that all meetings are secured with one security option



Require that all meetings are secured with one of the following security options: a passcode, Waiting Room, or "Only authenticated users can join meetings". If no security option is enabled, Zoom will secure all meetings with Waiting Room. [Learn more](#)

- Scroll down until you see the option for "Closed Captioning"
- Click the switch to the right to enable Closed Captioning.
 - Once enabled, an option to "Enable live transcription" will appear. Click the check box next to that option to enable it.
 - Under that option, there is an option to allow "Save Captions". Click the switch next to that option to enable it.

Security scheduling

Schedule Meeting

In Meeting (Basic)

In Meeting (Advanced)

Email Notification

Other

Remote support

Allow meeting host to provide 1:1 remote support to another participant

Closed captioning

Allow host to type closed captions or assign a participant/third party device to add closed captions

☒ **Enable live transcription service to show transcript on the side panel in-meeting**

Save Captions

Allow participants to save fully closed captions or transcripts

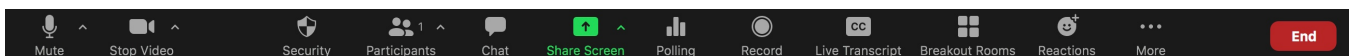
Language Interpretation

Allow host to assign participants as interpreters who can interpret one language into another in real-time. Host can assign interpreters when scheduling or during the meeting.

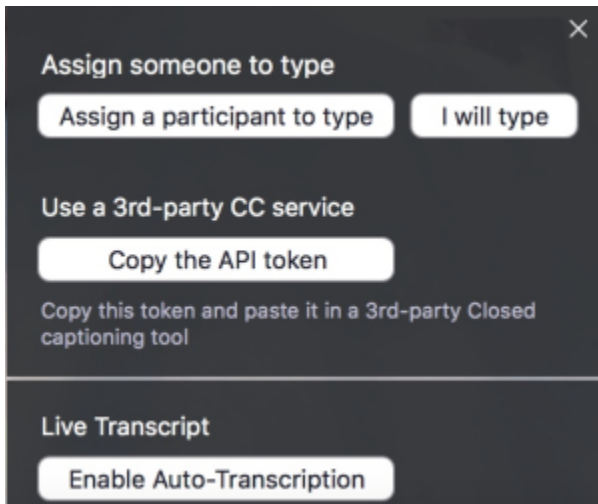
- For any future meetings you have, this option will now be activated.

Enabling within an existing meeting (Must go through steps above for option to appear)

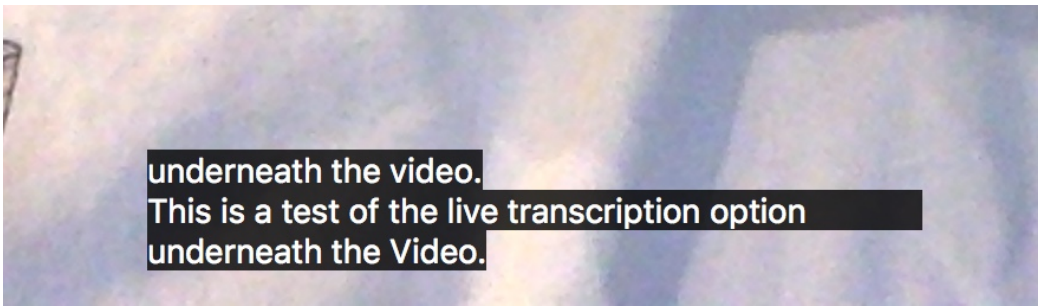
- Start a Zoom meeting
- Once in the meeting, click on the "Live Transcript" icon in the middle of the control bar
 - Depending on your screen size, you may need to click the "More" button to the right to see the option.



- In the small window that appears, click the "Enable Auto-Transcription" button at the bottom to enable it.



- Once that is done, the live transcription will begin to appear below the video image of the presenter.



Additional Zoom Resources



- [Getting Started Guide](#)
- [Audio, video, recording and sharing](#)
- [Sharing Computer Sound](#)
- [Download Zoom](#)
- [How-To Videos](#)
- [Zoom Training](#)
- [Meeting/Webinar Comparison](#)
- [Zoom Privacy Policy](#)