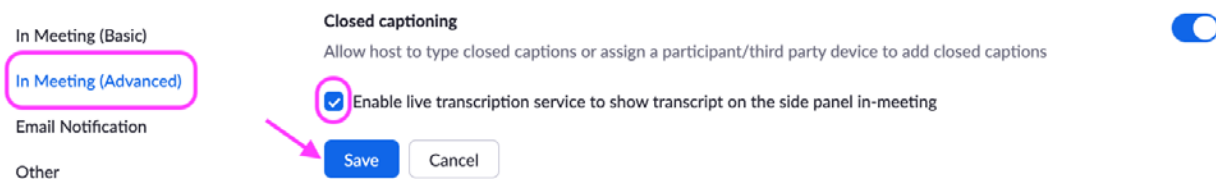


There are 2 steps to enable automatic captioning in Zoom.

### 1. Change settings on web portal:

1. Sign in to the Zoom web portal <https://zoom.catholic.edu>
2. In the navigation panel, click Settings.
3. Click the Meeting tab.
4. In the "In Meeting (Advanced)" section, verify that Closed Caption is enabled.
5. If the setting is disabled, click the toggle to enable it. If a verification dialog displays, click Turn On to verify the change.
6. 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 to enable live transcription.

Here is a screen shot:



### 2. Then, in each Zoom meeting:

1. In a Zoom meeting or webinar that you are hosting, click Closed Caption or Live Transcript.
2. Choose the option Enable Auto-Transcription: Allows the system to start providing live transcription. Participants will be notified that this service is available.

