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.

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	Copy the API token				
	Copy this token and paste it in a 3rd-party Closed captioning tool				
		Live Transcrip	ot	Ľ	
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Share Screen	Polling	Record	Live Transcript	Breakout Rooms	Reactions