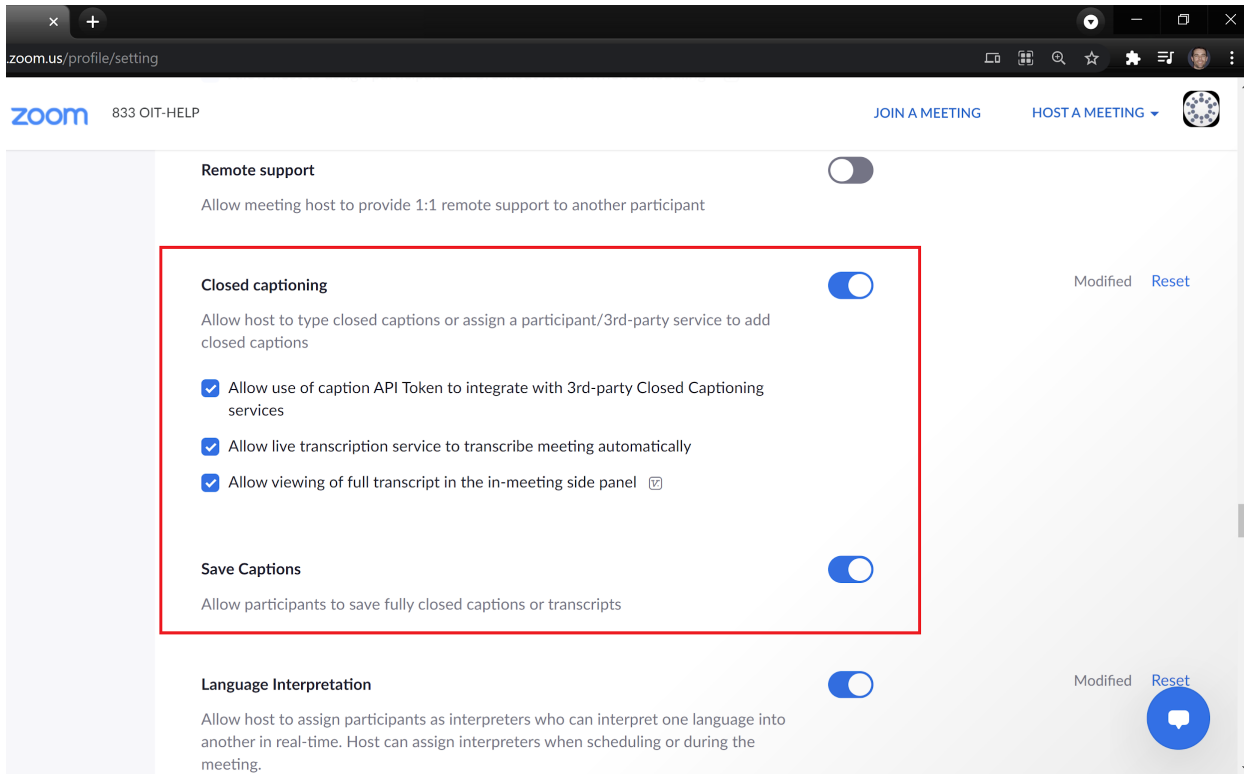
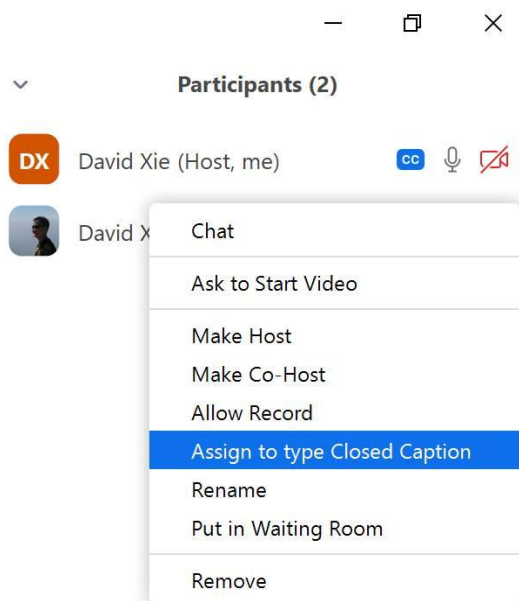


The way live captioning in Zoom works is sometime before the next session, the host must sign into their Zoom account online in the web portal then go to Settings > In Meeting (Advanced) and enable the Closed Captioning options:

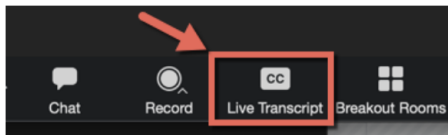


Once those settings are enabled, they'll stay enabled for all future meetings and webinars set up by that account.

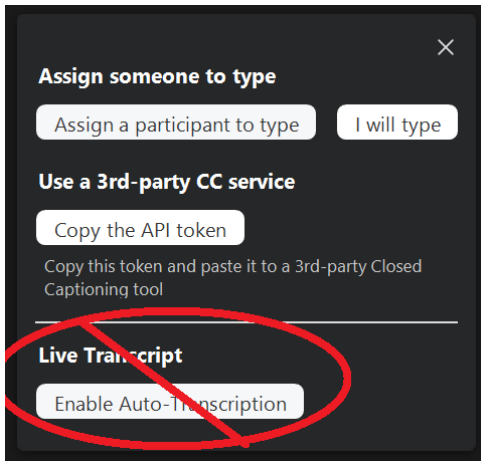
On the day of the event, the captioner should join a few minutes early. Likely they'll have "captioner" in their display name to distinguish their role. However, that doesn't mean they have been assigned yet. At the start of each session, the host has to hover over their name in the Participants list and click **More > Assign to type Closed Caption:**



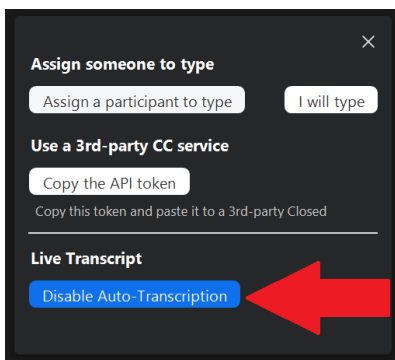
## One note of caution about Zoom's Live Transcript feature:



This is fully automatic captioning. It can be useful in many scenarios but it causes a huge conflict if the host has it enabled in meetings where a human captioner is also assigned. The simple solution is for the host to just never click the CC Live Transcript button in the meetings that have a human captioner. That way it doesn't get enabled:

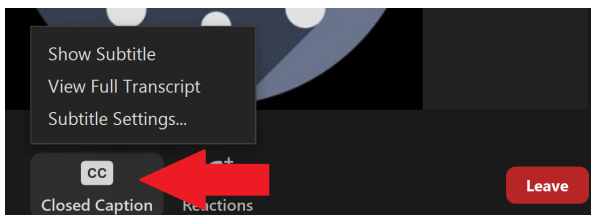


Because remember to assign a human captioner, you don't click the CC button but rather open the Participants list and look for them there to assign. If it does get accidentally enabled in the meeting, the host should just click the CC button and Disable Auto-Transcription:



## Viewing

Once the captioner has been assigned and starts typing, anyone in the meeting or webinar can click the CC button to see the live captioning:



Show Subtitle - realtime captions; displays three lines of text overlaid; click and drag to move around as needed (computer only)

View Full Transcript - lets you scroll back up in case you missed something that was said

Subtitle Settings... - change the font size (only applies to you)