

# Live Transcription (captioning) Services in Zoom

Zoom offers automated speech recognition (ASR) transcripts and subtitles for meetings. Faculty and staff are encouraged to set up the feature for all meetings, programs, and events to make meetings and classes accessible to anyone who would benefit from subtitles or transcripts. For more information and help please contact [access@uarts.edu](mailto:access@uarts.edu).

Please note that by default, this feature is not offered and must be enabled in settings.

## How to Enable Live Transcription and Subtitles Feature in Settings

1. Click **Settings**.
2. Click the **Meeting** tab.
3. Click **In Meeting (Advanced)** or scroll down to that section of the settings.
4. Under **Closed Captioning**, slide the toggle on, if necessary, then click **Turn on** in the pop-up window to confirm. (The slider will become blue when active.)

### Schedule Meeting

In Meeting (Basic)

### In Meeting (Advanced)

Email Notification

Other

#### 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

Cancel

5. Check the box labeled **Enable live transcription service to show transcript on the side panel in-meeting**, then click **Save** to confirm.

Security

Schedule Meeting

In Meeting (Basic)

In Meeting (Advanced)

Email Notification

Other

From host to give meeting participants free separate external screen

#### 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



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

#### Save Captions

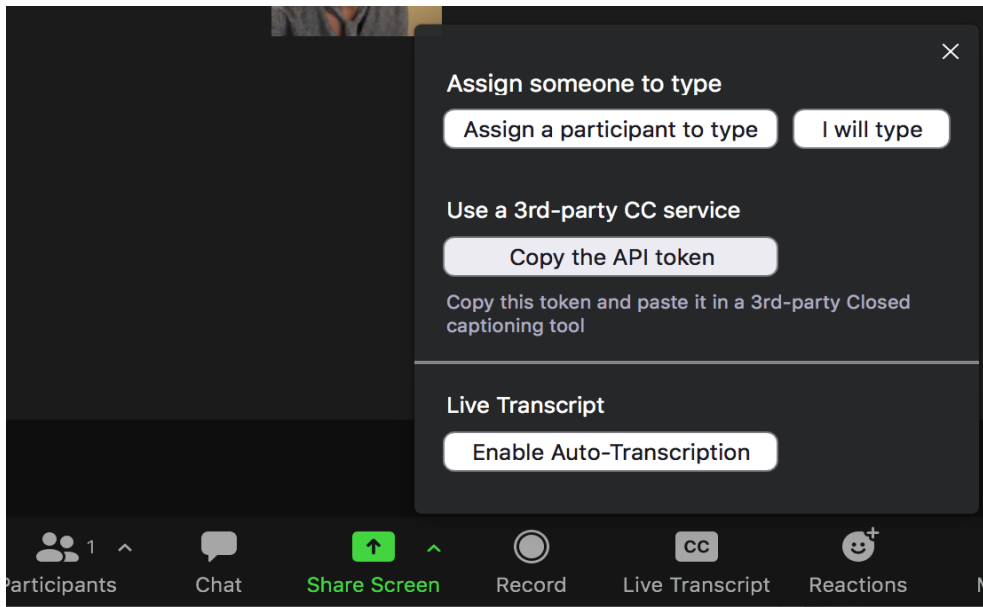
Allow participants to save fully closed captions or transcripts



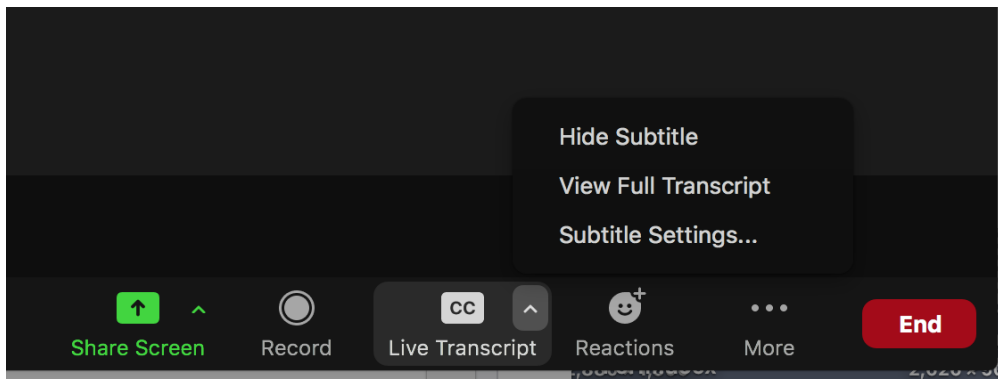
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## How to Start Live Transcriptions and Subtitles During Meetings

1. Click the **Live Transcript** button in the host control bar.
2. Under Live Transcript, click **Enable Auto-Transcription**.



3. Once Live Transcript has been started, the meeting host will see the transcript begin immediately at the bottom of the Zoom meeting video and the subtitle “you have turned on live transcription” will appear.
4. After the host has activated Live Transcript, attendees can click the **small up-arrow** in the **Live Transcript** button to select options of how to display:



- **Show Subtitle**  
The transcript will appear as video subtitles at the bottom of the video frame.
  - Subtitle settings can be changed from small to large font
- **View Full Transcript**  
The transcript will appear in a side-panel **Transcript** window, and the full transcript to that point may be saved by clicking **Save Transcript**.
  - Host and attendees can also search the transcript by entering text into the **Search transcript** field at the top of the window.