

## Live Transcript in Zoom Meetings (and Webinar)

Zoom now has a feature that allows you to have a Live Transcript that will be viewable to all in your meeting. Here we will go over how to enable this service.

Step 1: Visit [www.zoom.us](http://www.zoom.us) and select "Sign In" (See image 1.1)

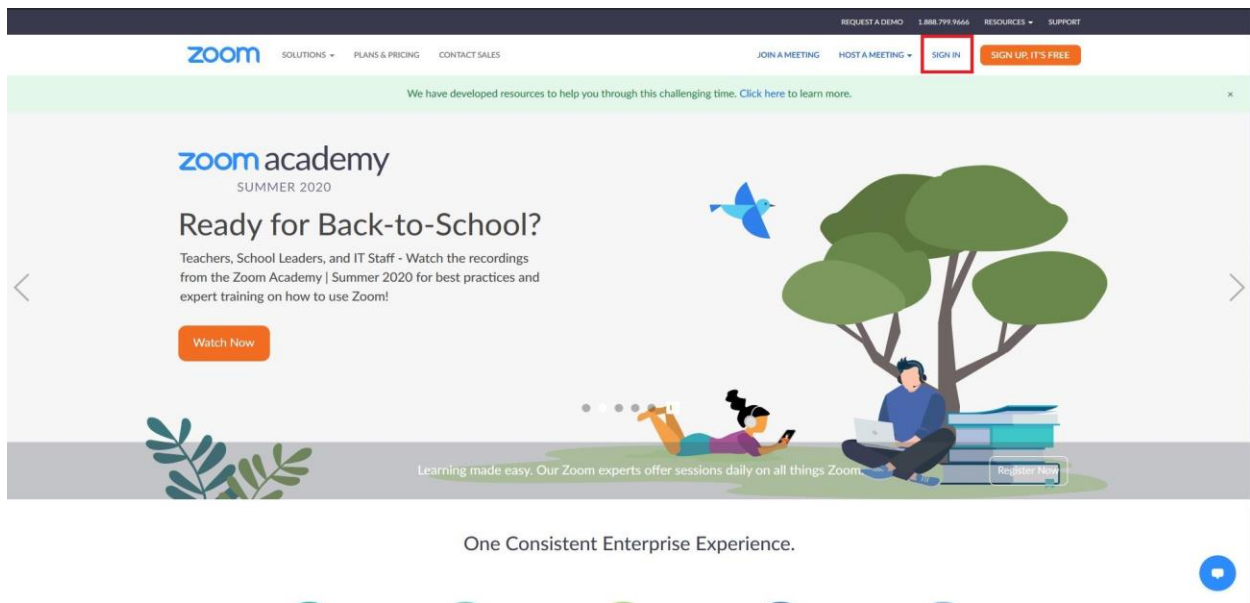


Image 1.1

Once you have selected to Sign In, choose your preferred method of Login (See image 1.2)

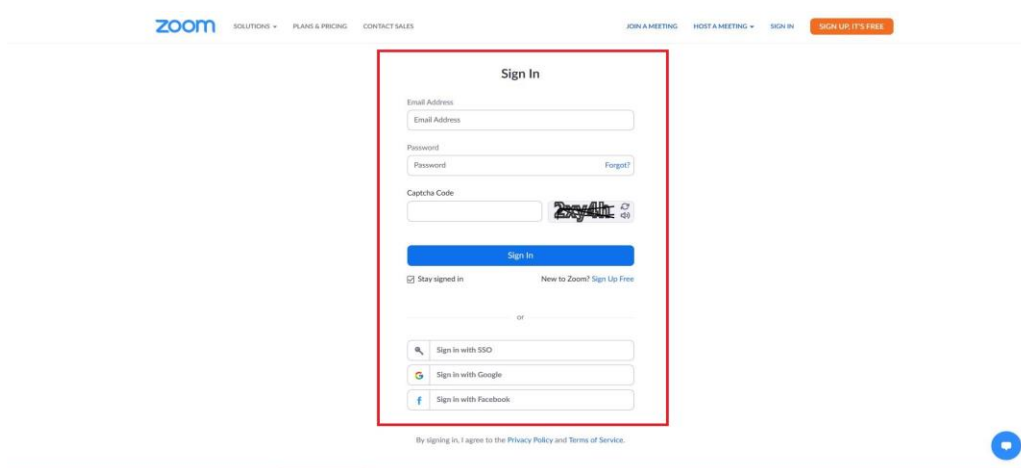


Image 1.2

Once you have logged in and are on your profile page, navigate to the “Settings” tab located on the left hand side of the window. (See image 1.3)

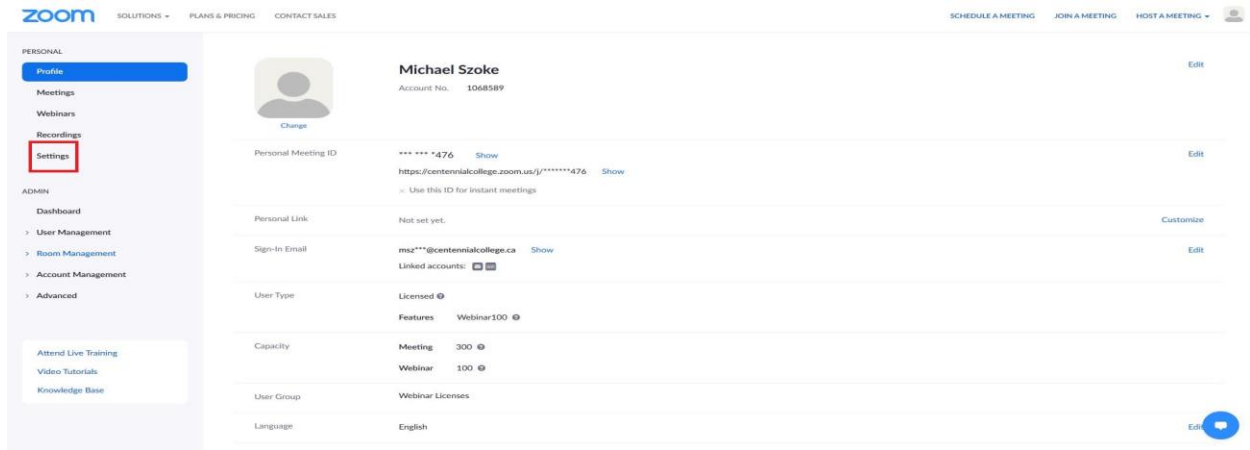


Image 1.3

Once you are on the Settings page, select “In Meeting (Advanced)” (See image 1.4)

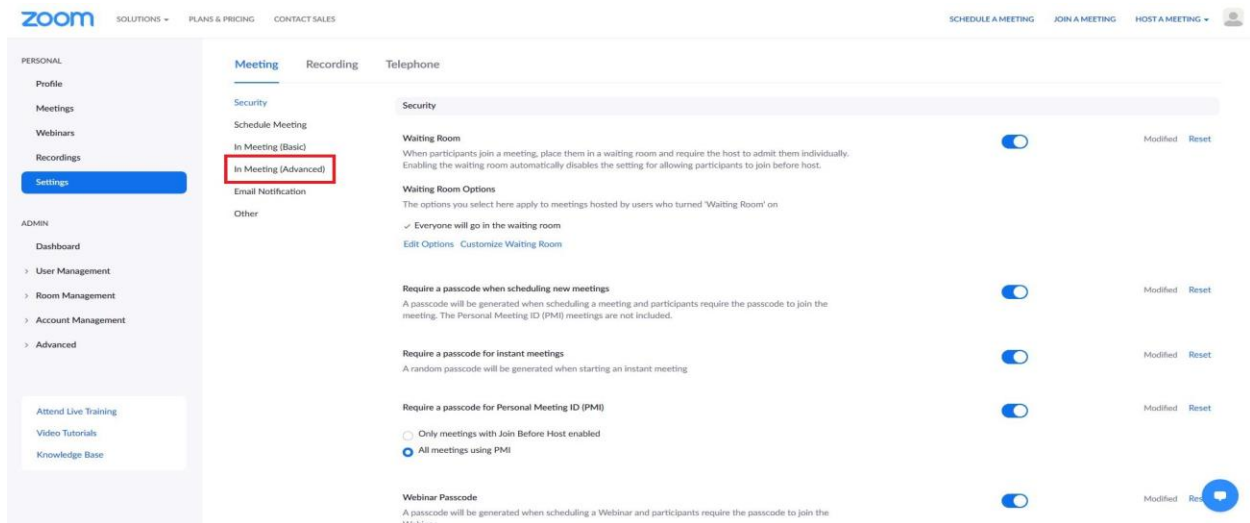


Image 1.4

Once you are under “In Meeting (Advanced)” you will want to make sure that “Closed Captioning” is enabled, as well as the check box below that is selected, found beside “Enable live transcription service to show transcript on the side panel in-meeting” (See image 1.5)

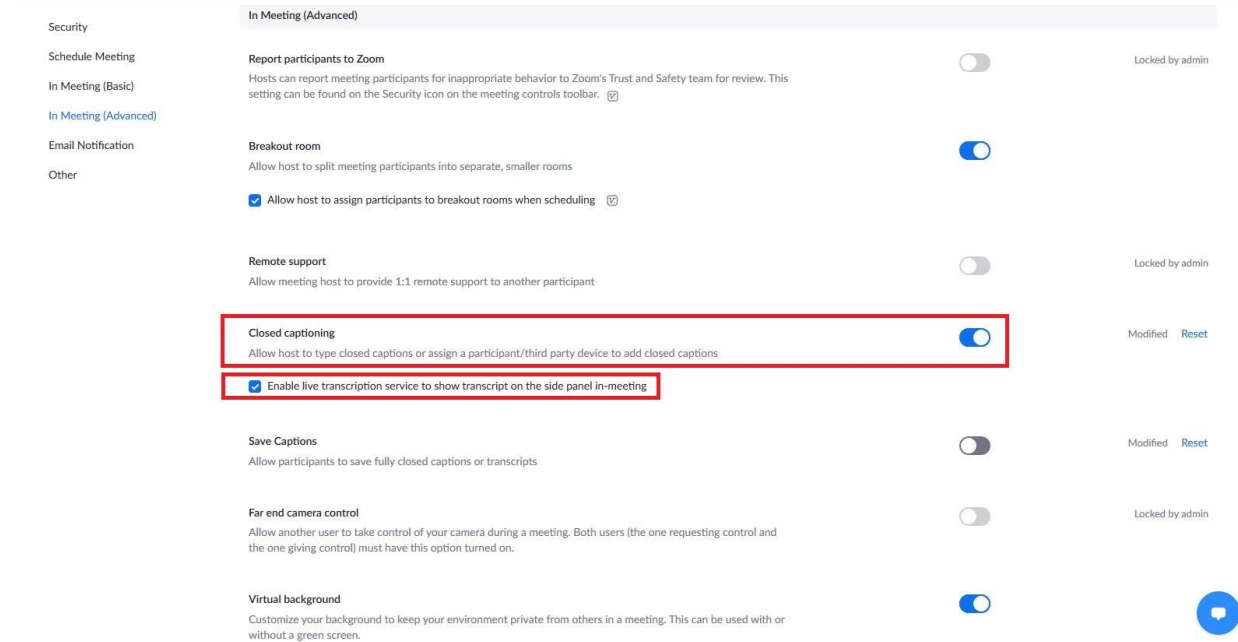


Image 1.5

Once these settings are turned on, they will be applied to all meeting/webinars that **you are the host of**. If you are not the **host** of the meeting/webinar, then you will not be able to turn these services on during the meeting.

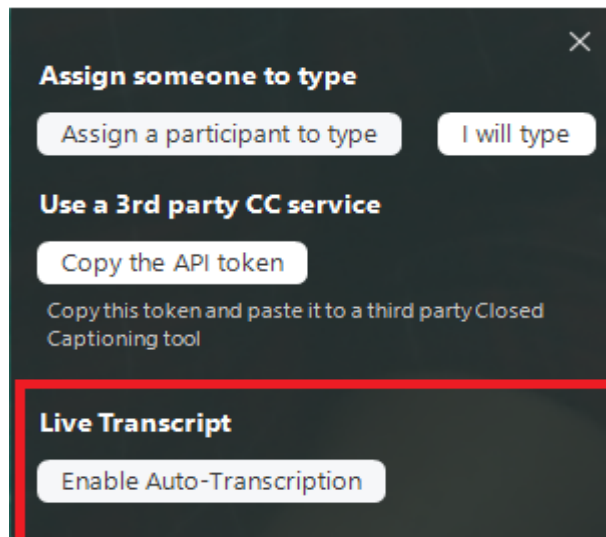
## Enabling Live Transcript during a Zoom Meeting

Once the settings have been turned on for your profile, you can enable Live Transcript in a meeting. In order to do this, select the “Live Transcript” icon located on your command bar (See *image 2.1*)



(Image 2.1)

Once you select this, a small window will appear. You will want to select “Enable Auto Transcription” located at the bottom of it. (See *image 2.2*)



(Image 2.2)

Once this is turned on, Live Transcripts will appear for everybody in the Meeting/Webinar at the bottom of the Zoom window, above the command bar. (See *image 2.3*)

