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 <u>www.zoom.us</u> 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)

Sign In		
Email Address		
Email Address		
Password		
Password	Forgot?	
Captcha Code		
	200441 3	
Sign In		
Stay signed in N	lew to Zoom? Sign Up Free	
or		
Sign in with SSO		
G Sign in with Google		
f Sign in with Facebook		

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)

ZOOM SOLUTIONS - PLANS & P	RICING CONTACT SALES		SCHEDULE A MEETING	JOIN A MEETING	HOST A MEETING +	0
PERSONAL Profile Meetings Webinars Recordings	Change	Michael Szoke Account No. 1068509			Edit	
Settings	Personal Meeting ID	++++++++++++++++++++++++++++++++++++++			Edit	
Dashboard	Personal Link	Not set yet.			Customize	
Room Management Account Management	Sign-In Email	ms2***@centenniakollege.ca Show Linked accounts:			Edit	
> Advanced	User Type	Licensed Ø Features Weblau 100 Ø				
Attend Live Training Video Tutorials	Capacity	Meeting 300 G Webinar 100 G				
Knowledge Base	User Group	Webinar Licenses				
	Language	English			Edit	D



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

	ANS & PRICING CONTACT SALES		SCHEDULE A MEETING	JOIN A MEETING	HOST A MEETI	NG • 🧕
PERSONAL	Meeting Recording	Telephone				
Meetings	Security	Security				
Webinars Recordings Settings	Schedule Meeting In Meeting (Basic) In Meeting (Advanced) Email Notification	Waiting Boom When participants join a meeting, place them in a waiting room and require the host to admit them individually. Enabling the waiting room automatically disables the setting for allowing participants to join before host. Waiting Boom Options			Modified	Reset
ADMIN Dashboard	Other	The options you select here apply to meetings hosted by users who turned "Waiting Room" on \checkmark Everyone will go in the waiting room Edit Options Customize Waiting Room				
Soor Management Room Management Account Management		Require a passcode when scheduling new meetings: A passcode will be generated when scheduling an meeting and participants require the passcode to join the meeting. The Vencoul Meeting (10/41) meetings are not included.			Modified [Reset
> Advanced		Require a passcode for instant meetings: A random passcode will be generated when starting an instant meeting			Modified 1	Reset
Attend Live Training Video Tutorials Knowledge Base		Require a passcode for Personal Meeting ID (PMI) Only meetings with Join Before Host enabled All meetings using PMI			Modified I	Reset
		Webinar Passcode A passcode will be generated when scheduling a Webinar and participants require the passcode to join the Obbinar			Modified 7	Res



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*)

Security	In Meeting (Advanced)	
Schedule Meeting	Report participants to Zoom	Locked by admin
In Meeting (Basic)	Hosts can report meeting participants for inappropriate behavior to Zoom's Trust and Safety team for review. This	
In Meeting (Advanced)	setting can be round on the section on the meeting controls tooloar.	
Email Notification	Breakout room	
Other	Allow host to split meeting participants into separate, smaller rooms	
	Allow host to assign participants to breakout rooms when scheduling	
	Remote support	Locked by admin
	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	Modified Reset
	Enable live transcription service to show transcript on the side panel in-meeting	
	Save Captions	Modified Reset
	Allow participants to save fully closed captions or transcripts	
	Far and camera control	Locked by admin
	Allow another user to take control of your camera during a meeting. Both users (the one requesting control and	Locked by Johnin
	the one giving control) must have this option turned on.	
	Virtual background	
	Customize your background to keep your environment private from others in a meeting. This can be used with or	
	without a green screen.	

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)

