

Closed Captioning

Sign in and configure your account at <https://syracuseuniversity.zoom.us/> go to your settings, In Meeting (Advanced), Enable Closed Captioning.

Select - Allow use of caption API Token to integrate with 3rd-party Closed Captioning services

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

Closed captioning



Allow host to type closed captions or assign a participant/3rd-party service to add closed captions

- Allow use of caption API Token to integrate with 3rd-party Closed Captioning services
- Enable live transcription service to show transcript on the side panel in-meeting

When you start your meeting, the Live-transcription (closed captioning) is not automatically enabled for all of your meetings by default, you must enable them in order for your participants to have the ability to enable/view them.

1. To **enable** live-transcription, first start your meeting
2. Click on the "**CC Live Transcript**" icon in your Zoom meeting controls.
3. From the pop-up panel, click the "**Enable Auto-Transcription**" button

