

How to enable closed captions on Zoom:

1. Sign in to Zoom at <https://gc-cuny.zoom.us/>
Click on 'Settings' and scroll down to "In Meeting, Advanced" until you come to Closed Captioning.

Check Closed Captioning: **On**

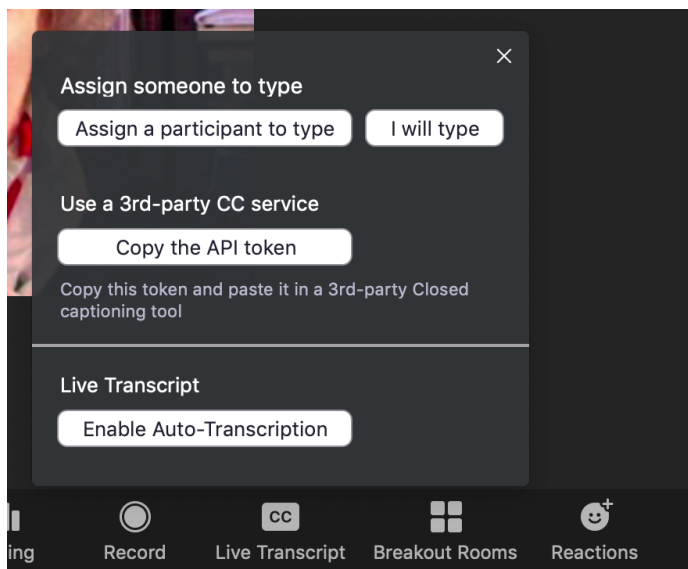
Check: **"Enable live transcription service to show transcript on the side panel in-meeting"**

Leave Save Captions: **Off**

2. In a Zoom meeting, after you've made these changes, look at your Zoom Control Bar. One of your choices to the right of the green 'Share Screen' icon, will be **"Live Transcript"**.

3. To enable closed captions in a Zoom session:

Click on **"Live Transcript"** and select **"Enable Auto-transcription"** (see screenshot below) Ignore the other options.



You will get a message "You have turned on live transcriptions".

Note that you need to enable auto-transcription this way in each Zoom session.

4. Each session participant can choose to hide or to show the captions:
To turn captions on or off, or change their size:

Meeting host only: Click on the tiny up arrow (^) which will appear next to "Live Transcript" in the Zoom Control bar.

Other participants: Click on the "Live Transcript" box.

You will see a pop-up menu of choices: 'Hide/Show Subtitle', 'View Full Transcript', and 'Subtitle Settings,' which lets you adjust the size of the captions by moving a slider to enlarge or shrink them.

To move captions, drag and drop them anywhere on your screen.

We urge you to make this setting change so your study group has the option to see closed captions. In your first study group after you add captions, be sure to mention it to the class.