# Transcripts & Closed Captions for Zoom Meeting

- Auto Transcripts are only available to licensed Zoom accounts that save to the "cloud".
- You must first turn on your **Auto Transcripts** before recording in order for the transcripts to be created. There is no option to go back and create auto transcripts on a previously recorded session without paying for the transcript.
- You can give students a link to videos that are closed captioned in Zoom because they are ADA (accessible) compliant.
- Keep in mind that you may lose access to your Zoom account after you stop teaching for the college. It might be in your best interest to download any of your videos and store them on YouTube.
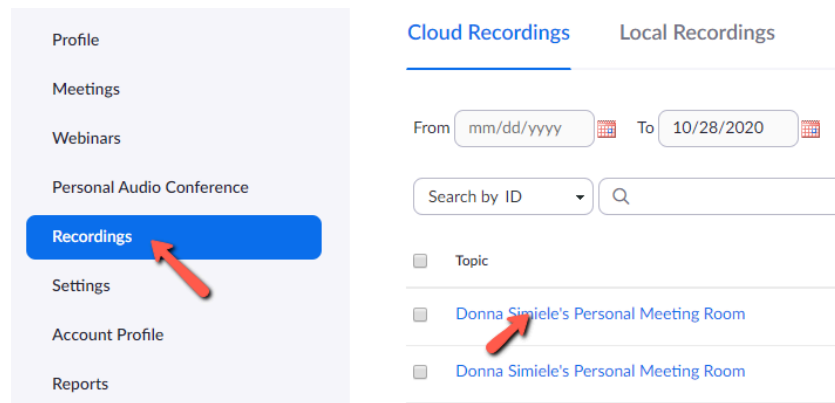- [Zoom Support for Transcripts/Closed Captions](#)

Turning on Auto transcripts:

1. Log into your Zoom account
2. Click on **Setting** (Left menu)
3. Click **Recording** (tab at top of screen)
4. Turn on ✓ Auto transcript
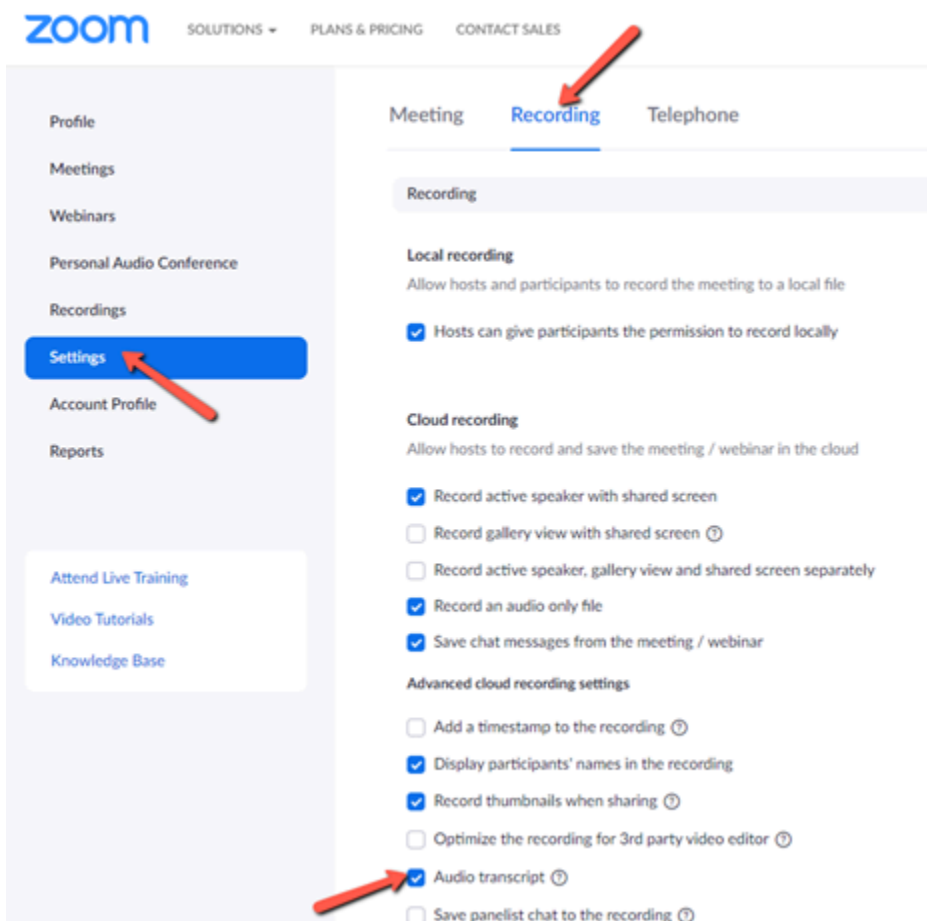
To View and Edit Transcripts:

1. Click on **Recordings** (in menu)
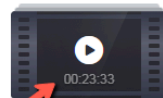2. Click on the **title** of the meeting

3. Click on video to view

4. CC (Closed Captions) button is now available at the bottom of the video.
5. To Edit caption click on the pencil button that appears to the right of the text.