

Using Transcription in Zoom

This walkthrough will demonstrate how to activate and use the automatic transcription feature in any Zoom session. Note: to use transcription in Zoom the host must have a Zoom Pro account.

In this page:

- Activating Transcription in Zoom
- Using Transcription and Close Captions during a Zoom session

Activating Transcription in Zoom

1. Log into your Saint Mary's Zoom account at <https://zoom.us/>
 - a. In the upper right corner, click My Account to log in
 - b. Use the login with **Google** option
2. One on the account page, on the left side, click on **Settings**
3. Click on **In Meeting (advanced)** to jump down the page
4. Click the button to activate Closed Captions
 - a. Once you do this an option to enable Live Transcription will show up. Check the box to activate the feature.

Email Address

Password [Forgot password?](#)

Zoom is protected by reCAPTCHA and the [Privacy Policy](#) and [Terms of Service](#) apply.

Stay signed in

Or sign in with

Security

Schedule Meeting

In Meeting (Basic) 1

In Meeting (Advanced)

Email Notification

Other

Remote support

Allow meeting host to provide 1:1 remote support to another participant

Closed captioning 2

Allow host to type closed captions or assign a participant/third party device to add closed captions

Enable live transcription service to show transcript on the side panel in-meeting 3

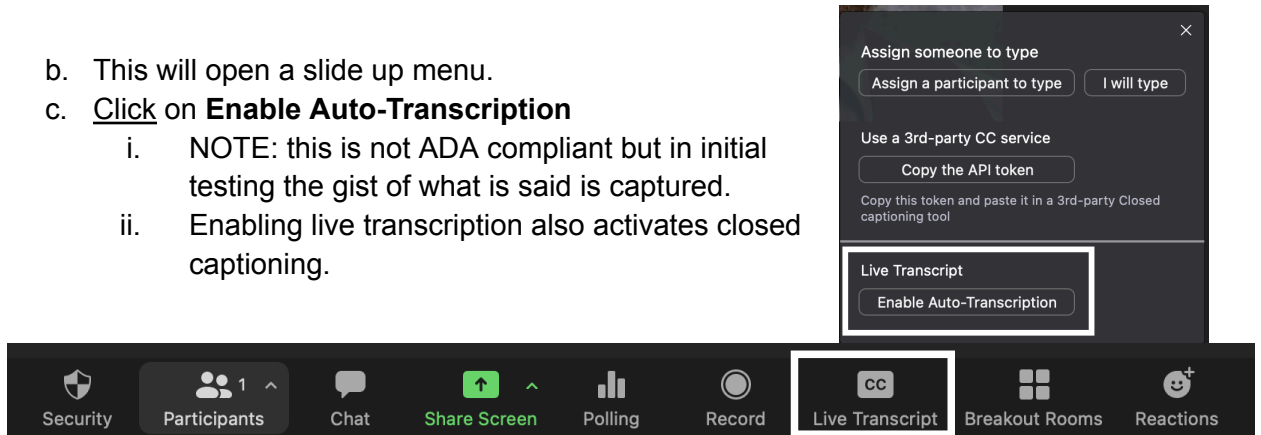
Save Captions

Allow participants to save fully closed captions or transcripts

Using Transcription and Closed Captions during a Zoom session

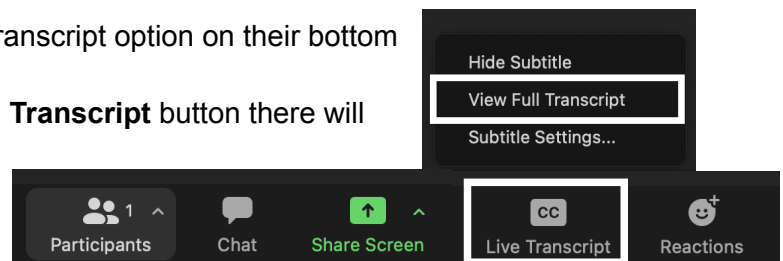
1. Start your **Zoom session**
2. As meeting host you first need to enable the transcription option in the Zoom session
 - a. Click on the **CC Live TranScript** button that now appears on the bottom toolbar

- b. This will open a slide up menu.
- c. Click on **Enable Auto-Transcription**
 - i. NOTE: this is not ADA compliant but in initial testing the gist of what is said is captured.
 - ii. Enabling live transcription also activates closed captioning.

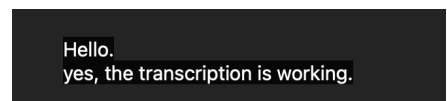


At this point in the Zoom session, it is important to inform attendees about their options for using a transcription or captioning option.

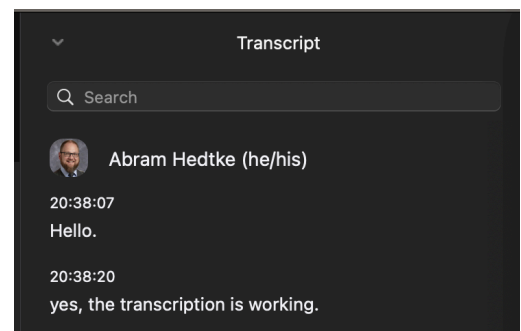
3. Attendees will now have a Live Transcript option on their bottom toolbar
 - a. When users click the **Live Transcript** button there will be three options



- i. **Show Subtitle**
 1. This shows the closed captioning in the bottom of the zoom window.



- ii. **View Full Transcription**
 1. This will open a slide out window (if in full screen a pop-out) that will show the live transcription with timestamps by each user.



- iii. **Subtitle Settings**
 1. This opens a new window to customize close captioning with features such as size, color of text, background color of captioning, screen positioning, etc..