



Automatic Closed Captioning in Zoom


Zoom offers a live transcription feature that can automatically provide closed captions. To activate this feature, you must enable a setting in your Zoom account as well as start the live transcription feature in a meeting. Please follow the steps below to enable this feature.


1. Navigate to the Zoom web portal (<https://zoom.us/>) and click on “My Account”.
2. Click on the “Settings” tab.
3. Click on the “In Meeting (Advanced)” tab.
4. Verify that the Closed Captioning option is enabled (click the toggle button if it is not).
5. Select the “Allow live transcription service to transcribe meeting automatically” box.
6. Deselect the “Allow viewing of full transcript in the in-meeting side panel” box.
7. Toggle off the “Save Captions” button.
8. Click the “Save” button to save your changes.

Security **Report to Zoom** 


Schedule Meeting Allow users to report meeting participants for inappropriate behavior to Zoom's Trust and Safety team for review. This setting can be found on the meeting information panel. 


In Meeting (Basic)

In Meeting (Advanced) 



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 



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

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


 Allow live transcription service to transcribe meeting automatically

 Allow viewing of full transcript in the in-meeting side panel 

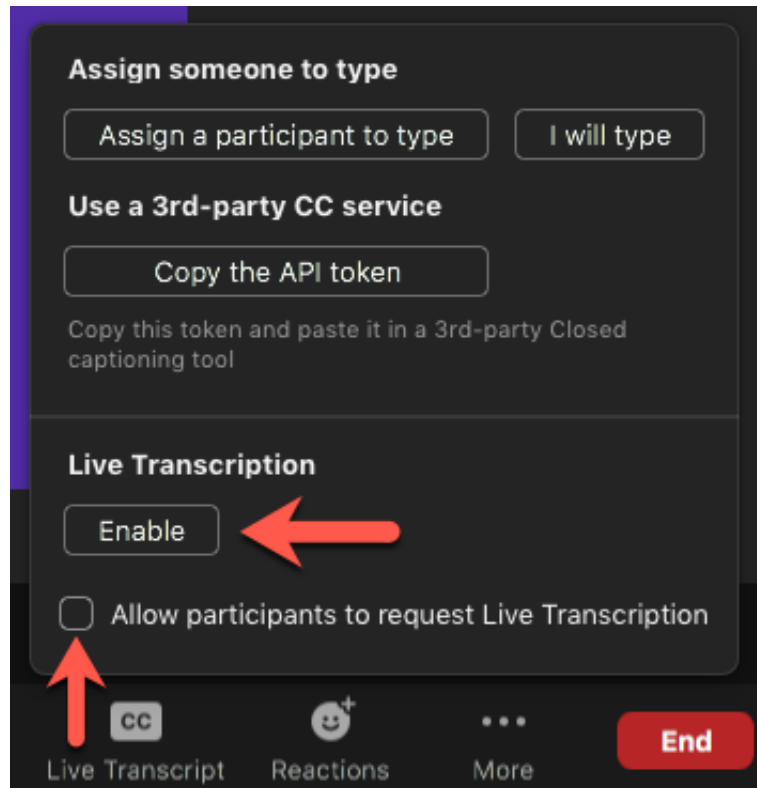
Save **Cancel**

Save Captions  

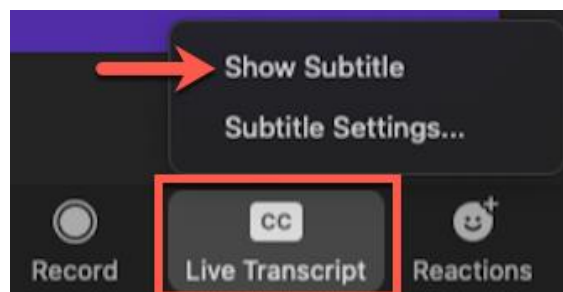
Allow participants to save fully closed captions or transcripts

You have enabled "Save closed caption as a VTT file" in cloud recording. To prevent transcription of audio and the saving of closed caption in the recording, go to [Recording Settings](#) to disable these settings. 

9. Start your Zoom Meeting.
10. Click on the Closed Captioning (CC) button at the bottom of the screen.
11. Deselect the “Allow participants to request Live Transcription” box.
12. Click on the “Enable” option listed under “Live Transcript” to begin live closed captioning.



- Participants must click on the Closed Captioning button and choose to show subtitles once the host has enabled live transcription.



- Automatic Closed Captions will appear at the bottom of the screen.

