1. In your Zoom settings turn on both Closed Captioning and Enable live transcription service

Closed captioning

Allow host to type closed captions or assign a participant/third party device to add closed captions
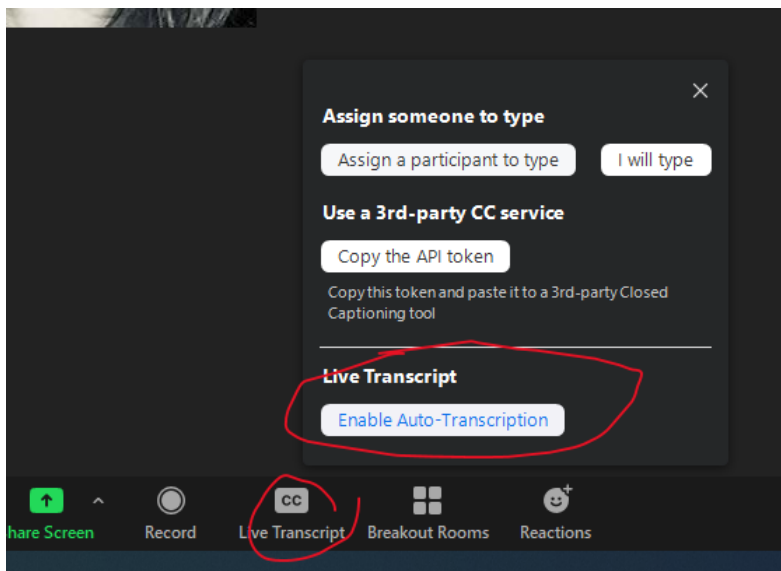
☑ Enable live transcription service to show transcript on the side panel in-meeting

Save Captions

Allow participants to save fully closed captions or transcripts

2. Once both of these are enabled you will see the Live Transcript Option on the bottom of your Zoom meeting. You can turn it on and off from here during the meeting by clicking "Enable Auto-Transcription" and then "Disable Auto-Transcription."

3. You can choose how big or small the transcription is by going in Accessibility (click on Green Shield with checkmark in upper left while in meeting. Then click on the setting wheel. Choose Accessibility from the left side bar. Caption size is at the very top.

Christine Casey's Personal Meeting Room

Meeting ID	975 499 0651
Host	Christine Casey (You)
Passcode	casey
Numeric Passcode (Telephone/Room Systems)	570194
Invite Link	https://us04web.zoom.us/j/9754990651?pwd=VzV2SzRRQkM2MIICS3IaUFJveGdOdz09
	Copy Link
Encryption	Enabled

You are connected to Zoom Global Network via data centers in the United States

Report

Settings

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- Statistics
- Keyboard Shortcuts
- **Accessibility**

Closed Caption

Font Size: Small ———————●——— Large (27)

Captions will look like this

Chat Display Size (Ctrl+/-)

100%

Screen Reader Alerts   Restore Defaults

Description	Enable
IM Chat Received	☑

-Chris Casey