**Setting up Captions in Zoom**

1. **You, (the host), will need to modify your settings one time:**
2. Log into your [Syracuse University Zoom Account](https://syracuseuniversity.zoom.us/)  ***(Be sure that Browser Window (ex. Chrome; Explorer, Firefox, etc.) is fully open, or you might not be able to see the 'settings.')***
3. Go to '**Settings'**
4. Choose '**In Meeting (Advanced**)'
   * Under **'Closed Captioning,'** click the button on the right-hand side.
   * \*\*Unless you are using a live captioner/CART**, IGNORE** ***'Allow host to type closed captions or assign a participant/third party device to add closed captions.'***
   * A **'Turn ON for Closed captioning'** window will open; click **'Enable.'**
   * Check the box next to **'Enable live transcription service to show transcript on the side panel in-meeting.'**
   * **Click 'Save'**
5. **Optional:** Under Save Captions, enable 'Allow participants to save fully closed captions or transcripts (if desired, this is not required). **Please note that this will allow the student/participant a hard copy of the transcript.**
6. **At the start of each meeting that you would like live transcription made available:**
7. Start your meeting as you always would
8. Click **CC/Live Transcript** button that will appear on the Zoom toolbar
   * Click **Enable Auto-Transcription**
   * **This should allow your participants to see a CC/Live Transcript button on their Zoom toolbar.**
9. **Users/Students will have the following options:**

* Show/Hide subtitle
* View/close full transcript in the sidebar
* Change subtitle settings: font size

Notes: If you have enabled it, users must choose **Save Transcript** in the sidebar before the meeting ends if they want a copy. Speaker identification is included only in the full transcript sidebar view and is not included in the participant's downloaded transcript file.

**Please note that these captions do not activate automatically because you must enable this feature at the beginning of each session/lecture; otherwise, the user/student will not be able to view the captions. We recommend you always enable them as this feature helps many students and is good practice for universal design.**