

Viewing closed captioning or live transcription

If closed captioning or live transcripts are available during a meeting or webinar, you can view these as a participant.

If you wish to switch closed captioning off you need to do this before the meeting in your settings as follows:



1. Sign in to the Zoom desktop client.
2. Join a meeting or webinar.
3. When enabled by the host, you will see a notification above **Closed**



Caption/Live Transcript in the meeting controls, informing you that one of these services is available.



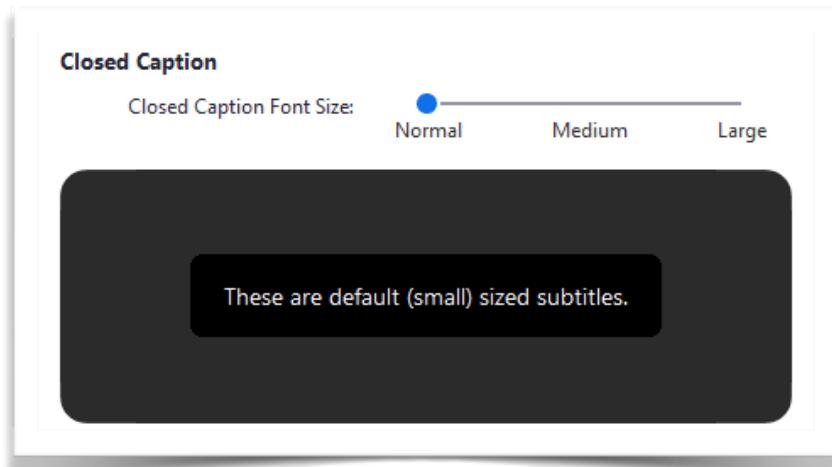
4. If closed captioning is available, click **Closed Caption** to start viewing closed captioning.
5. If live transcription is available, click **Live Transcript**, and then select **Show Subtitle**.

Notes:

- The provided subtitles can be clicked and dragged to move their position in the meeting window.

To adjust the caption size:

1. Click the up ^ next to **Start Video / Stop Video**.
2. Click **Video Settings** then **Accessibility**.
3. Move the slider to adjust the caption size.





1. Sign in to the Zoom mobile app.



2. Tap the **Settings** icon
3. Tap **Meeting**.
4. Toggle **Closed Captioning** to on.
5. When you are in a meeting where closed captioning or live transcription is available, they will automatically appear on the bottom of the screen.



1. Join a meeting or webinar.
2. When enabled by the host, you will see a notification above **Closed**



Caption/Live Transcript in the meeting controls, informing you that one of these services is available.



3. Click **Closed Caption/Live Transcript**, and then select **Show Subtitle** to start viewing closed captioning.
4. If the host is using live transcription, the transcript will automatically begin to appear.



Chrome OS

1. Sign in to the Zoom desktop client.
2. Join a meeting or webinar.
3. When enabled by the host, you will see a notification above **Closed Caption** in the meeting controls, informing you that closed captioning is available.



4. Click **Closed Caption** to start viewing closed captioning.

Note: Closed captioning is available on ChromeOS, but live transcription is not yet available.