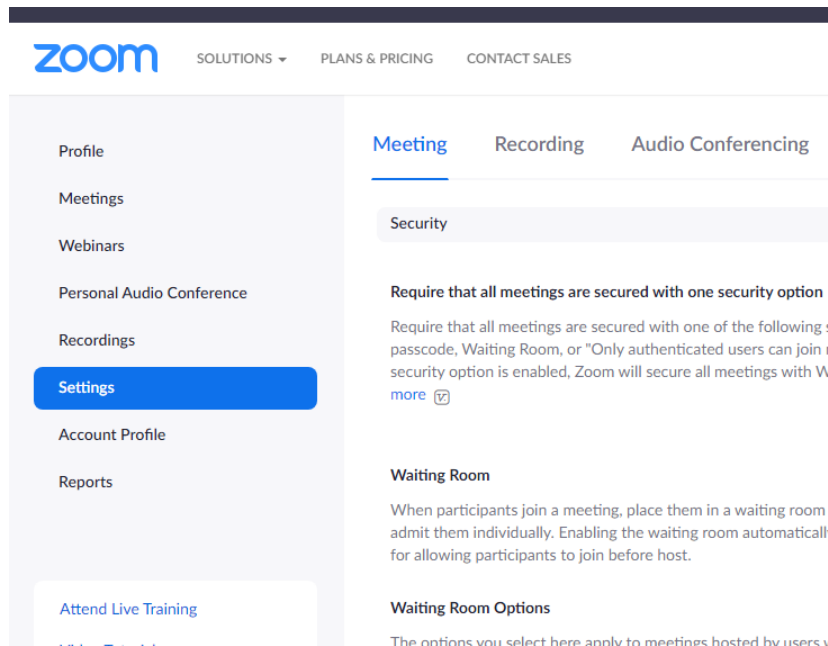


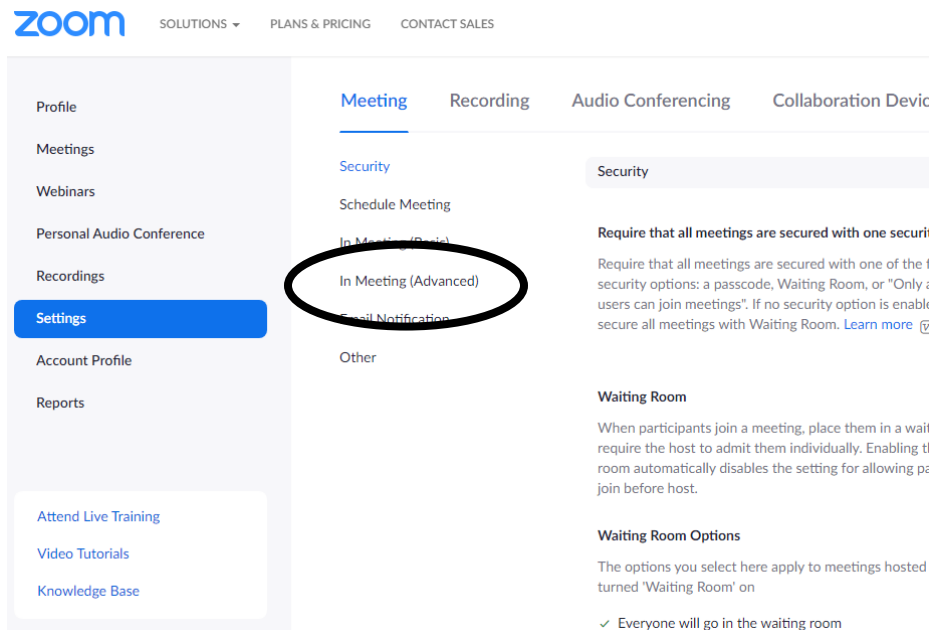
# Zoom Captioning

Open your Zoom settings



Go to the Advanced Settings section

(If you don't see Advanced, either make the window full-screen or scroll towards the bottom.)



## Scroll down to Closed Captioning

zoom SOLUTIONS ▾ PLANS & PRICING CONTACT SALES SCHEDULE A MEETING JOIN

Security

Schedule Meeting

In Meeting (Basic)

**In Meeting (Advanced)**

Email Notification

Other

**Report to Zoom**

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. ⓘ

**Breakout room**

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

## Enable Closed Captioning along with the three features and Save Captions

**In Meeting (Advanced)**

Email Notification

Other

**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 Captions**

Allow participants to save fully closed captions or transcripts

**Far end camera control**

Zoom will automatically save the changes.

During Zoom meetings, Enable Auto-Transcription in the toolbar. This allows each participant to choose whether or not they want to see the captions. Zoom will automatically create captions when you record.

