

# INSTRUCTIONS ON HOW TO SET UP CLOSED CAPTIONS FOR ZOOM MEETINGS

**\*\*Setup MUST be completed on both the Zoom app AND Zoom website for closed captioning to work\*\***

## A. ZOOM APPLICATION

1. Login to Zoom desktop app
2. Click the **Settings gear** (top right of Home page; see Figure 1)

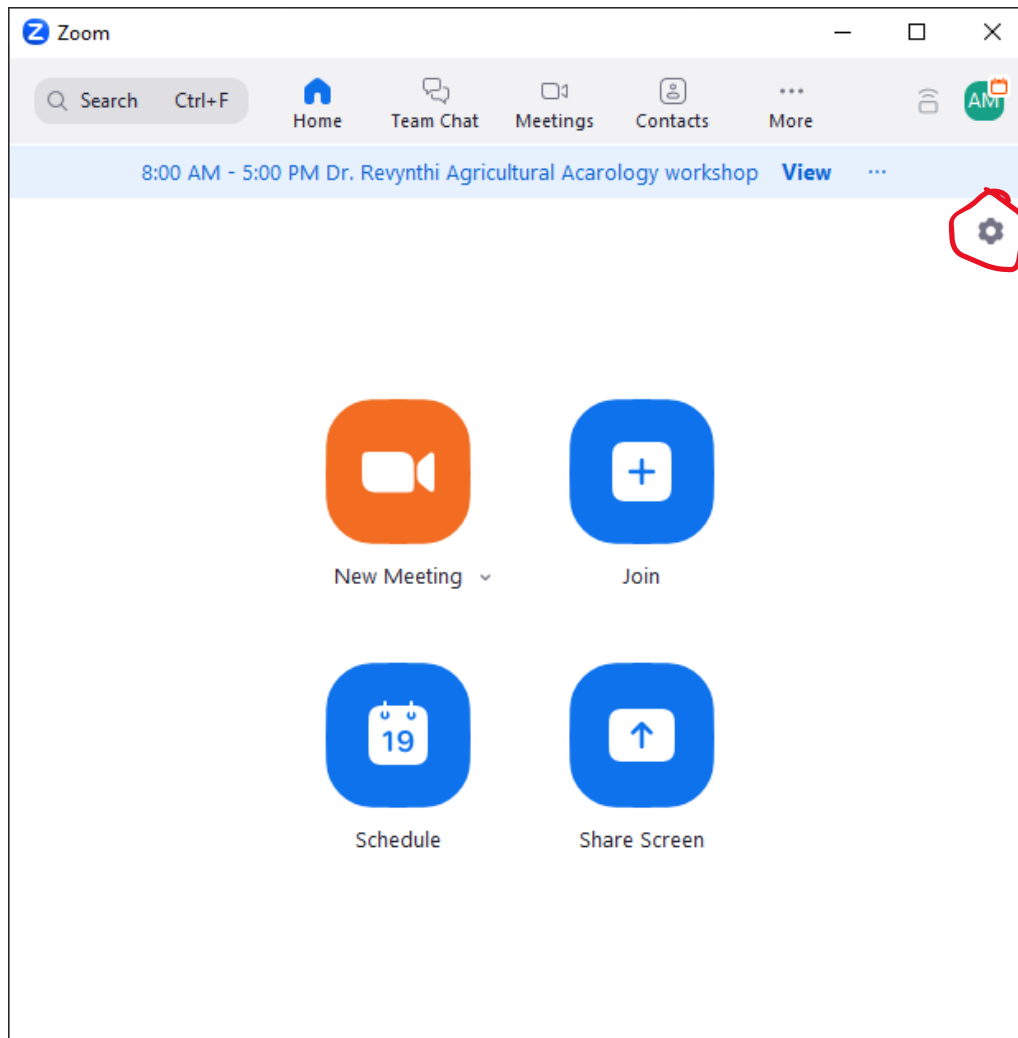


FIGURE 1 – ZOOM DESKTOP HOME PAGE

3. Click **Accessibility** (bottom left, see Figure 2)
4. In the **Screen Reader Alerts** section, scroll down until you see the Closed Caption options
5. Make sure that these two options are turned on (see Figure 2 for reference):
  - i. Closed Captioning Is Available
  - ii. Closed Captioning Typing Privilege Granted/ Revoked

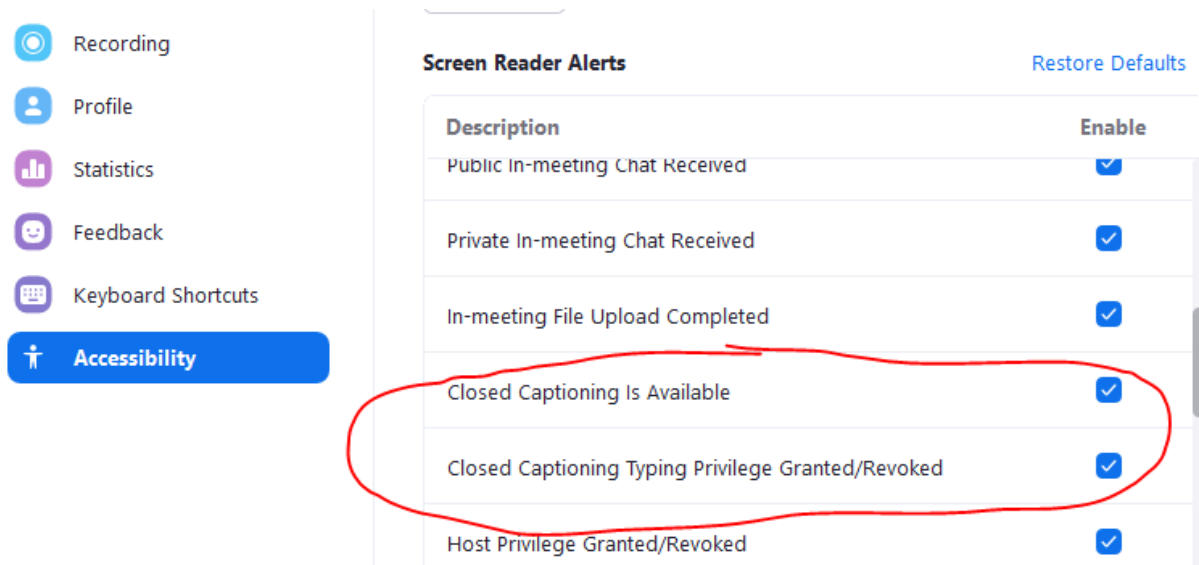


FIGURE 2 – ZOOM DESKTOP ACCESSIBILITY SETTINGS

## B. ONLINE / WEBSITE

1. Go to [Zoom.us](https://zoom.us) on a web browser and log into your account
2. After logging in, click on **My Account** (top right; see Figure 3)

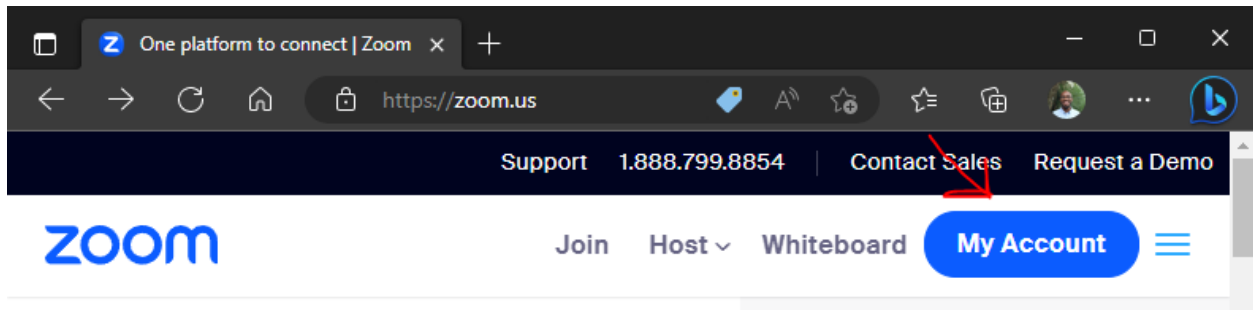
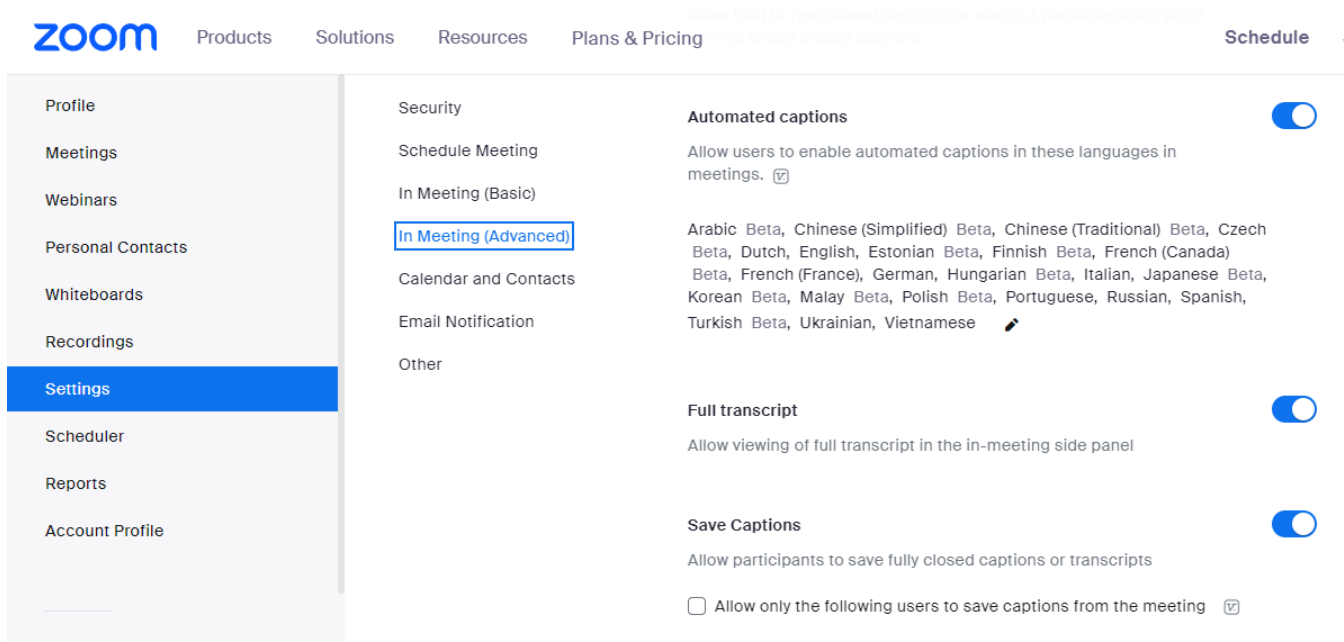


FIGURE 3 – ZOOM.US WEBPAGE

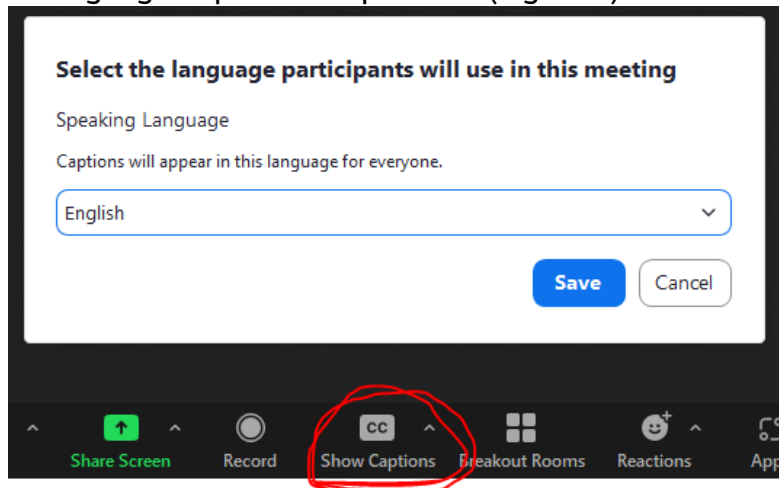
3. Click the **Settings** option on the left (Figure 4)
4. In your Settings, click **In Meeting (Advanced)**
5. In this section, toggle the following options to be ON:
  - i. Automated captions
  - ii. Full transcript
  - iii. Save Captions



**FIGURE 4 – ZOOM.US ACCESSIBILITY SETTINGS**

**C. DURING A MEETING**

1. The HOST can click the “Show Captions” button to bring up the option of what language to present captions in (Figure 5)



**FIGURE 5 – ZOOM APP CC SETTINGS**

**\*\*IF YOU ARE USING A SHARED COMPUTER (LIKE THE PCS IN THE TEACHING ROOM) AND CHANGED THE LANGUAGE OF CCS, PLEASE RESET THE LANGUAGE TO ENGLISH AFTER USE\*\***