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)

![Zoom Desktop Home Page](image)

**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](image)

**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](image)

**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
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)

**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**