Closed Captioning on Zoom for University, URMC and Affiliates – Instructions

 Your Zoom account has been set to allow Closed Captioning. The controls will be at the bottom of the screen. To confirm, click on the arrow key of [Show Captions]. 	Participants Chat Share Screen Record Show Capitons Folls/Quizzes Breakout Rooms Reactions Whiteboards Notes
 The host of the meeting must be signed in via Single sign-on (SSO). If you are the meeting host, you will see [Host Controls]. 	Captions Caption Language: English > View Full Transcript Caption Settings Host Controls Host Caption Control Settings Most Caption Control Settings X Allow Closed Captioning for this meeting When this setting is disabled, nobody can use Closed Captioning in the meeting. Lock Caption Language for this meeting When this setting is enabled, only the host can change the Caption Language in the meeting.
 If you are a meeting participant, you will see three options: caption language, view full transcript, and caption settings. 	Caption Language: English > View Full Transcript Caption Settings
 Anyone in the meeting can activate closed captioning. Click on [Show Captions] button to activate. 	Record Show Captions Folls/Quizzes
 To view transcript, click on the arrow key next to [Show Captions] and select [View Full Transcript]. The transcript will show up on the right side of your screen. You can save the transcript by hitting [Save] at the bottom of your [Transcript] screen. 	Caption Language: English > View Full Transcript Caption Settings