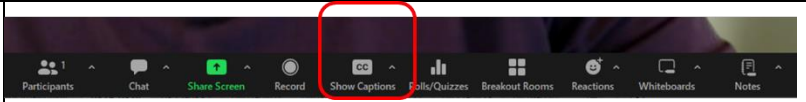
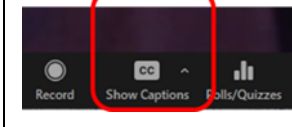
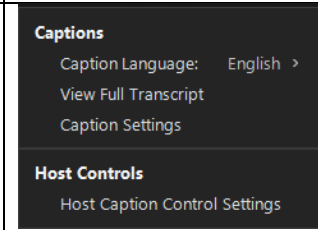
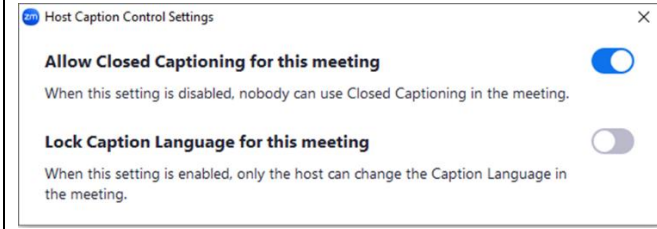
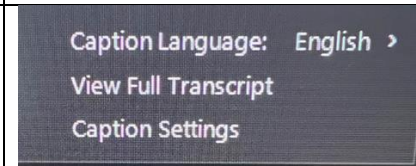
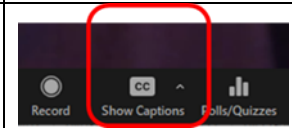


Closed Captioning on Zoom for University, URM and Affiliates – Instructions

<ul style="list-style-type: none"> 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]. 	 
<ul style="list-style-type: none"> 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]. 	 
<ul style="list-style-type: none"> If you are a meeting participant, you will see three options: caption language, view full transcript, and caption settings. 	
<ul style="list-style-type: none"> Anyone in the meeting can activate closed captioning. Click on [Show Captions] button to activate. 	
<ul style="list-style-type: none"> 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. 	