

Live Transcription for the Hearing Impaired

We are reaching out to you to inform you that the ***Live Transcription feature*** has been enabled for your Zoom Basic account. As a host, you should now be able to host Zoom meetings and turn on the Live Transcription feature so that all attendees in the meeting may see automated captions.

Please see below for instructions for how to enable the feature, as well as answers to some other commonly asked questions.

How can I turn on Live Transcription today?

1. You must first enable the feature by navigating to <https://zoom.us/profile/setting>, and then enabling both the "**Closed Captioning**" and "**Enable live transcription service**" to show transcript on the side panel in-meeting" option.
2. After doing so, you as a host will be able to turn on Live Transcription for your meeting by activating the "Enable Auto-Transcription" from the Zoom meeting toolbar.
3. Please see our support article for more details:
<https://support.zoom.us/hc/en-us/articles/207279736-Closed-captioning-and-live-transcription>

Where can I see Live Transcription for Zoom Meetings?

Live transcriptions can appear during the meeting in two viewing options - as a column on the side of the meeting window, or as closed captions across the bottom of the screen.

Can I turn on Live Transcription as an attendee without requiring the host to first enable it?

Live Transcription can only be seen by attendees once the host has first enabled it at the start of the meeting. Zoom is currently working on making the user experience more inclusive by eventually allowing all attendees to turn on Live Transcription without requiring host action.

What languages is Live Translation offered in? Currently only English.