Zoom Closed Captioning

Log into Zoom and click on your profile Once that window opens, click Settings

zoom	SOLUTIONS -	PLANS & PRICING
Profile		

In settings, scroll all the way down to the In Meeting (Advanced) option

Toggle on Closed Captioning and Save Captions

SOLUTIONS - PLANS & PRICING	SCHEDULE A MEETING	JOIN A MEETIN
In Meeting (Advanced)		
Breakout room Allow host to split meeting participants into separate, smaller	rooms	
Remote support Allow meeting host to provide 1:1 remote support to another p	participant	
Closed captioning Allow host to type closed captions or assign a participant/third	d party device to add closed	
Save Captions Allow participants to save fully closed captions or transcripts		

When you open start a meeting you will now have a CC option in the bar that only the host will see.



You can choose to type yourself, assign a participant or past in a 3rd party service (This option is not free)

Assign a pa	rticipant to typ	e	I will type
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		-	
ose a sru pa	inty CC servic	-	

Use a 3rd party CC service

Closed Caption

Type CC

If you choose to type yourself this window will open and you can type at the bottom.

If you choose a participant, you can select them from the participen list.

Press enter to broadcast closed captions.

Save closed caption history when finished.



Select show in file to locate saved closed captions with time-code