

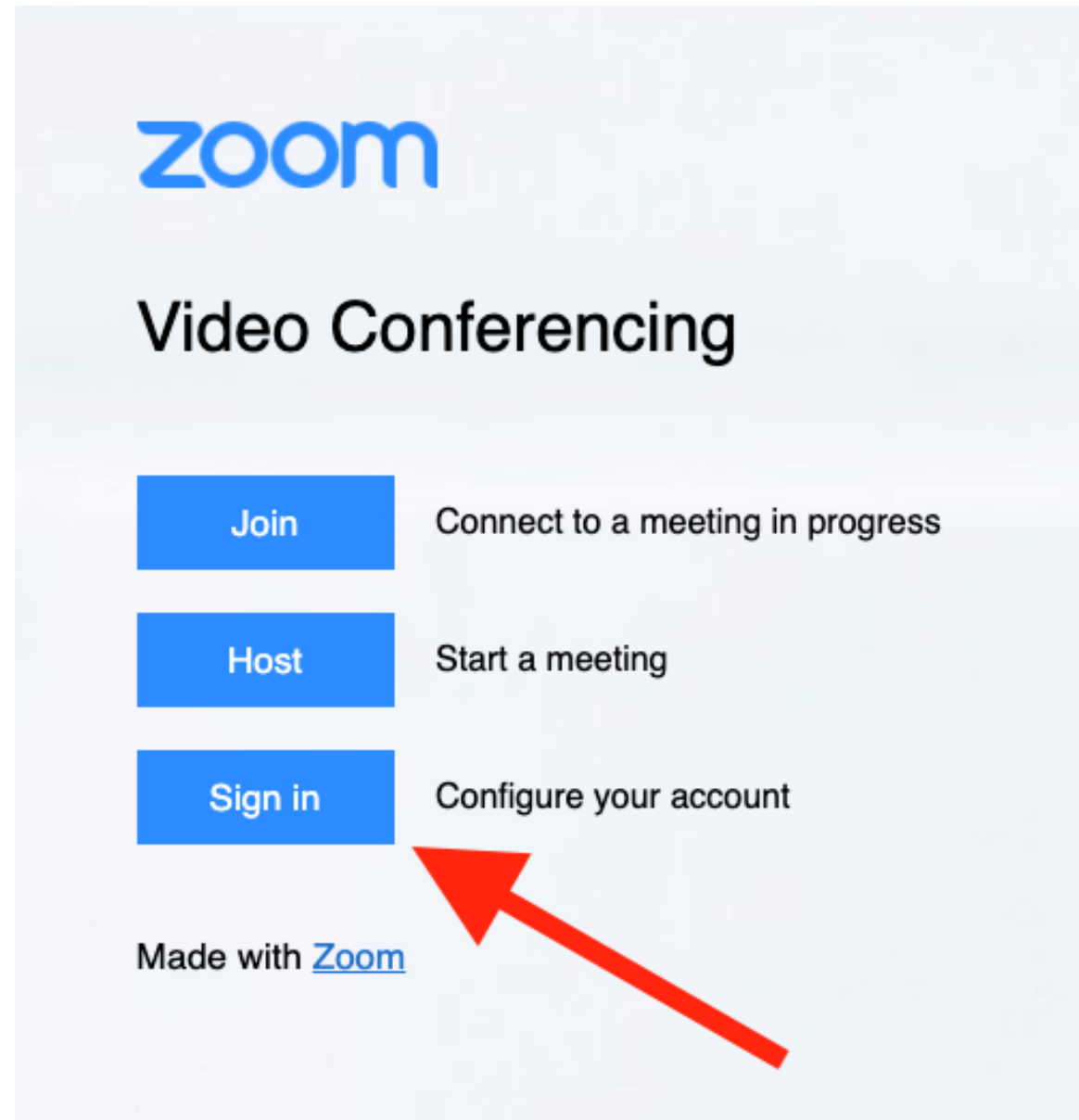
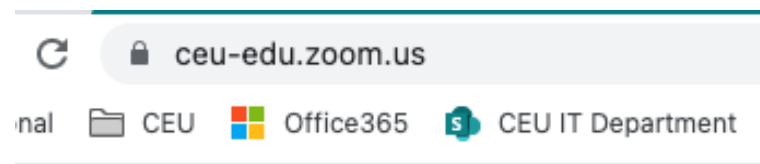
Zoom live transcription

Preparatory steps

Log into your institutional, CEU, account by visiting the following website:

<https://ceu-edu.zoom.us/>

selecting *Sign in* and providing your CEU email address and the corresponding Microsoft password.



Within your account select *Settings / In Meeting (Advanced)*

The screenshot shows the Zoom account settings interface. On the left is a navigation sidebar with the following items: Profile, Meetings, Webinars, Personal Contacts, Recordings, **Settings** (highlighted in blue), Account Profile, and Reports. Below the sidebar is a 'Zoom Learning Center' section with links for 'Attend Live Training', 'Video Tutorials', and 'Knowledge Base'. A red arrow labeled '1.' points from the 'Settings' item in the sidebar to the 'Settings' tab in the main content area. The main content area has a search bar 'Search Settings' and three tabs: 'Meeting' (highlighted with a blue border), 'Recording', and 'Audio Conferencing'. Below the 'Meeting' tab is a 'Security' section with a sub-tab 'Security'. Under this sub-tab, there are several options: 'Schedule Meeting', 'In Meeting (Basic)', 'In Meeting (Advanced)', 'Email Notification', and 'Other'. A red arrow labeled '2.' points from the 'In Meeting (Advanced)' option to the 'Require that all meetings a...' section, which contains the text: 'Require that all meetings a', 'Require that all meetings a', '"Only authenticated users c', 'Waiting Room. [Learn more](#)', 'Waiting Room', 'When participants join a m', 'Enabling the waiting room:', 'Waiting Room Options', 'The options you select here', '✓ Everyone will go in the', and 'Edit Options Customize W'.

Activate **Closed captioning** and **Save Captions** too, if necessary

Security

Schedule Meeting

In Meeting (Basic)

In Meeting (Advanced)

Email Notification

Other

In Meeting (Advanced)

Report to Zoom

Allow users to report meeting participants for inappropriate behavior to Zoom's Trust and Safety team for review. This setting can be found on the meeting information panel. [?](#)

Breakout room

Allow host to split meeting participants into separate, smaller rooms

Allow host to assign participants to breakout rooms when scheduling [?](#)

Allow host to broadcast message to participants [?](#)

Remote support

Allow meeting host to provide 1:1 remote support to another participant

Closed captioning

Allow host to type closed captions or assign a participant/3rd-party service to add closed captions

Save Captions

Allow participants to save fully closed captions or transcripts

You have enabled "Save closed caption as a VTT file" in local recording and cloud recording. To prevent the saving of closed caption in the recording, go to [Recording Settings](#) to disable these settings. [×](#)

Language Interpretation

Allow host to assign participants as interpreters who can interpret one language into another in real-time. Host can assign interpreters when scheduling or during the meeting.

Activate the **Allow live transcription service** among the newly appearing options.
Our recommendation is to disable the **Allow use of caption API Token** option (the first check box) at the same time.

Closed captioning



Closed captioning



Allow host to type closed captions or assign a participant/3rd-party service to add closed captions



Allow use of caption API Token to integrate with 3rd-party Closed Captioning services

Allow live transcription service to transcribe meeting automatically

Allow viewing of full transcript in the in-meeting side panel 

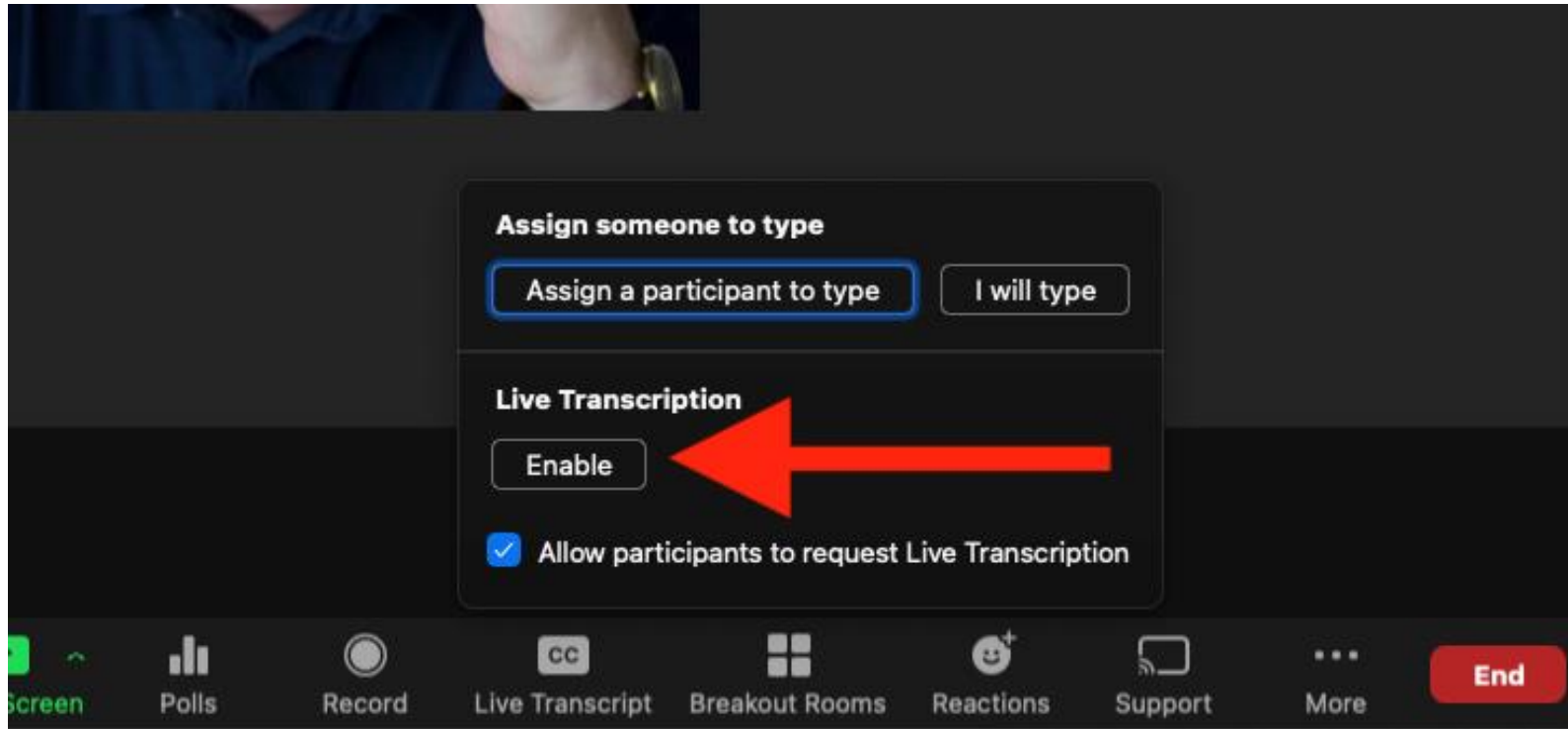
Click on **Save** to confirm the new settings.

Save



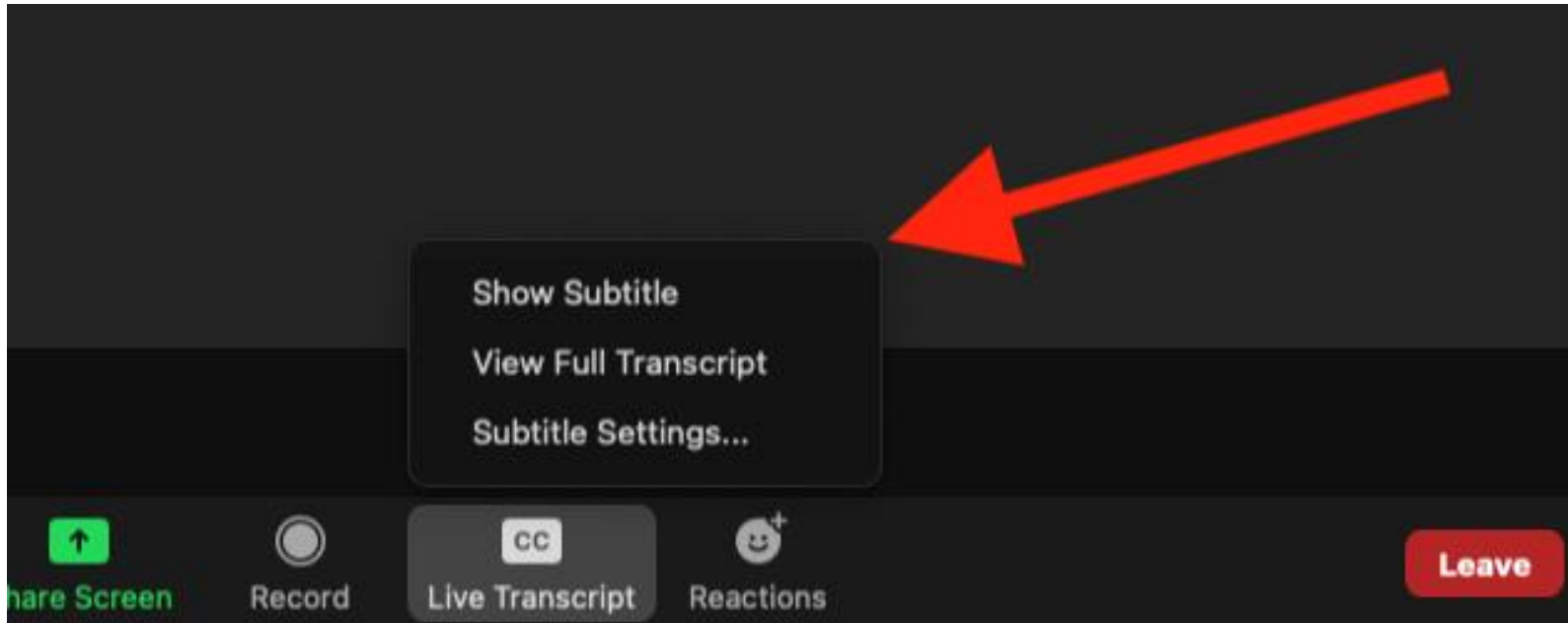
In-meeting settings / Host

The host will have the below options available when selecting the *Closed Caption* option of the toolbar, at the bottom. The host will need to click the *Enable* button to start Live Transcription on the device he/she is using to host the event.



In-meeting settings / Participants

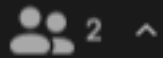
Regular participants will have three options under Live Transcript: Show Subtitle, View Full Transcript, Subtitle Settings...



Show Subtitle

Show subtitle will make subtitles visible.

Hi, subtitle view full transcript subtitle settings.
Live transcription closed captioning has been
enabled, who can see this transcript.



Participants



Chat



Share Screen



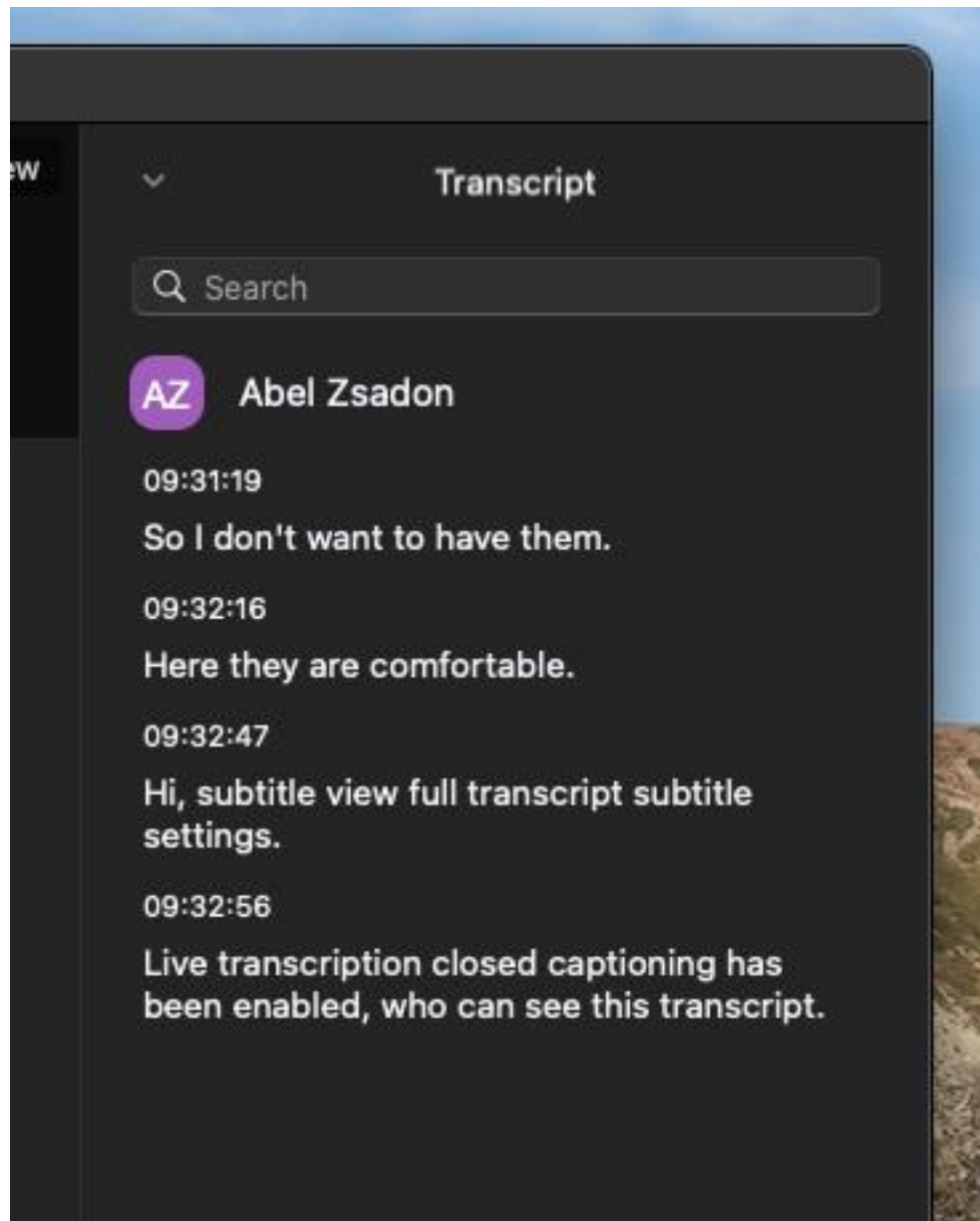
Record



Live Tr

[View Full Transcript](#)

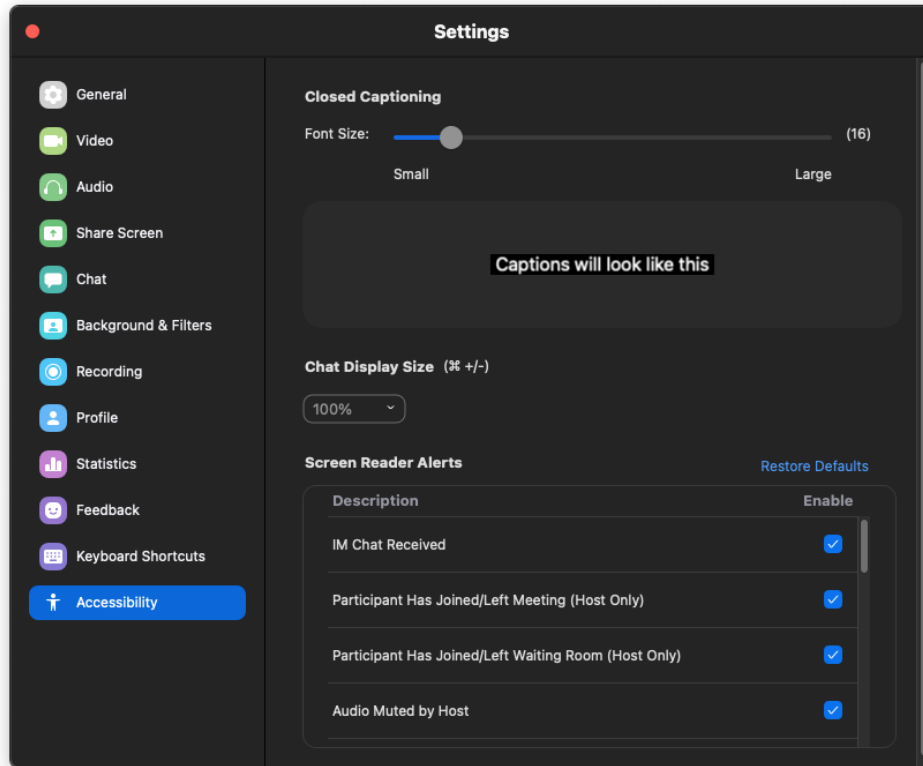
The *View Full Transcript* option allows users to see the whole transcription history on the right side of the screen.



Subtitle Settings

Here you can adjust how subtitles will look like.

Detailed information on the above Zoom feature can be found on the related official Zoom Support webpages:



Managing closed captioning and live transcription

Enabling or disabling closed captioning and live transcription services