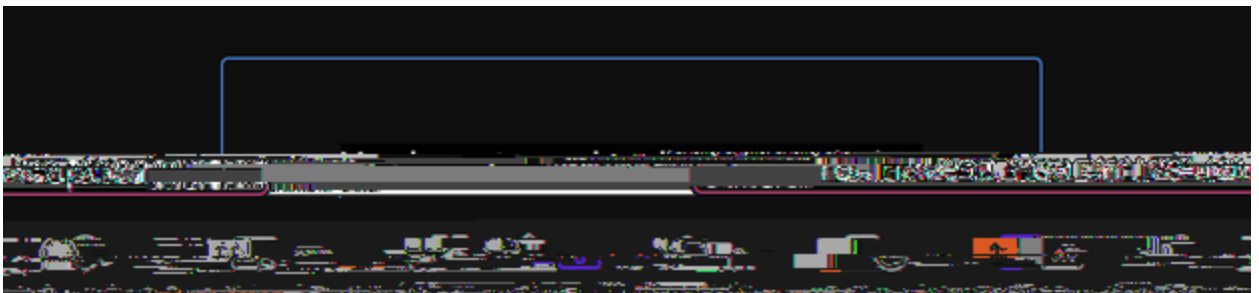






As the Host, you enable “auto transcription” after beginning your meeting.

If you are hosting a meeting with live-transcription, it is recommended that you offer an introductory statement informing participants that live-transcription is available and note how to enable the options.



Once enabled, the host will see the live-transcript below the video, but captions may not automatically appear for participants.

Participants must click the arrow/caret by the CC/Live Transcript icon to view the live-transcription (closed captioning). Options are also listed to hide (or show) captions as needed, select the Live Transcript option to view the time-stamped transcript set in the side panel of the Zoom screen, and even to set the subtitle settings (size/color, etc.).

**Keywords** zoom, Transcription, Closed Captions, Live Transcription, caption

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sanle

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