

Enabling Closed Captioning (subtitles) in Zoom

To enable the closed captioning (subtitles) for your own use:

1. Sign in to the Zoom web portal.
2. In the navigation panel, click Settings.
3. Click the Meeting tab.
4. Verify that Closed Caption is enabled.
5. If the setting is disabled, click the toggle to enable it. If a verification dialog displays, click Turn On to verify the change.
6. **Note:** If the option is grayed out, it has been locked at either the group or account level. You need to contact your Zoom administrator.
7. With Closed Captioning enabled, the option to enable live transcription should appear directly below as Enable live transcription service to show transcript on the side panel in-meeting. Check this to enable live transcription.