

How to Enable Automatic Captions

Zoom

Did you know that Zoom provides free automatic captions for all account user? Follow these steps to enable this new feature.

1. Sign in to the Zoom web portal
2. In the navigation panel, click Account Management then Account 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. (Optional) If you want to make this setting mandatory for all users in your account, click the lock icon, and then click Lock to confirm the setting.
7. (Optional) Select the check boxes to enable these features:
 - a. Enable live transcription service to show transcript on the side panel in-meeting
 - b. Allow use of caption API Token to integrate with 3rd-party Closed Captioning services

Web Browsers

Google Chrome

The automatic captions feature currently supports English and is available globally on the latest release of Chrome on Windows, Mac and Linux devices and will be coming soon to ChromeOS. For Android devices, Live Caption is already available for any audio or video on your mobile device.

To turn on Live Caption in Chrome from your desktop, follow these steps:

1. Go to Chrome Settings
2. Click on the Advanced section
3. Go to the Accessibility section.

Firefox

1. Download the auto-subtitle add-on here using this link: <https://addons.mozilla.org/en-US/firefox/addon/auto-subtitle/>



For Mac Users

1. On your Mac, choose Apple menu
2. Go to System Preferences
3. Click Accessibility
4. Click Captions
5. Do any of the following:
 - a. *Enable closed captions and SDH:* Select the “Prefer closed captions and SDH” checkbox.
 - b. *Stop using closed captions and SDH:* Deselect the “Prefer closed captions and SDH” checkbox.
 - c. *Create a style:* Click the Add button, enter a name for the style, then change settings for the background and text. To have your style setting always used, deselect the “Allow video to override” checkbox.
 - d. *Edit a style you created:* Select the style in the list, then click Edit.
 - e. *Delete a style you created:* Select the style in the list, then click the Remove button.

