

# HOW TO ENABLE CLOSED CAPTIONING IN ZOOM ROOMS

1

Sign in to the Zoom web portal.

2

In the navigation menu, click Room Management then Zoom Rooms.

3

Click Edit next to the Zoom Room you want to enable closed captioning for.

4

Click the Meeting tab.

5

Under In Meeting (Advanced), click the Manual captions or Automated captions (live transcription) toggle to enable or disable them. Manual captions allows the meeting host to assign a participant to type the closed captions. Automated captions (live transcription) uses the meeting audio to automatically create captions.

