Using Zoom Automatic Live Captions

As of January 31, 2021, Zoom has turned on a feature allowing for live automatic captioning of your Zoom meetings. In order to use live automatic captioning, you must first turn the setting On in your Zoom User Settings.

NOTE: These automatic captions are machine generated and therefore WILL NOT be 100% accurate. Some will be better than others. You can take steps to ensure better accuracy by following the guidelines here: https://support.zoom.us/hc/en-us/articles/115005037283-Recording-good-quality-audio-to-ensure-accurate-transcripts

To Enable Automatic Captions In Your User Settings:

1. Log into https://buffalo.zoom.us/ with your UBIT name and password.

2. On the left hand side of the screen, click "Settings." In the middle portion of the screen, under the word "Meeting," click "In Meeting (Advanced)."
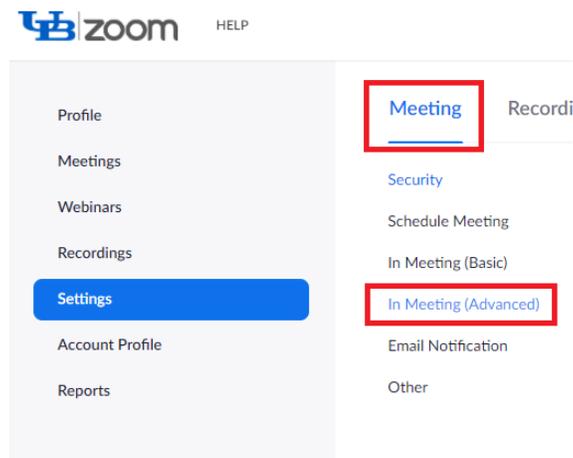
3. The fourth item down is Closed Captioning. Make sure you turn on both the main setting for "Allow host to type closed captions or assign a participant/third party device to add closed captions" **AND** "Enable live transcription service to show transcript on the side panel in-meeting."
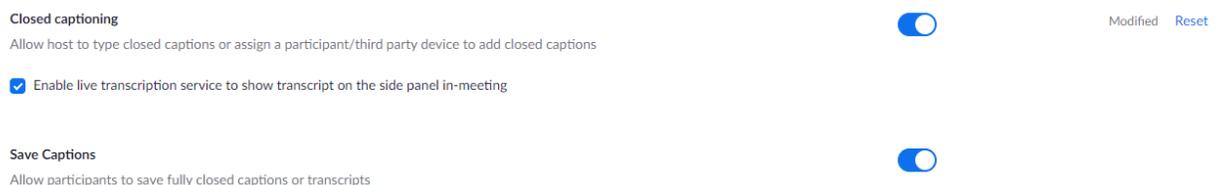
NOTE: You also have the option to turn on "Save Captions", which allows you and your meeting attendees to save a copy of the captions or transcripts of a meeting.

To Turn on Automatic Captions in Your Zoom Meeting:

1. Once you start your meeting, click the button called "Live Transcript" in your host controls, it's the one with the CC (closed caption) icon. Before turning on the settings listed above, it was labeled "Closed Caption" instead of "Live Transcription."
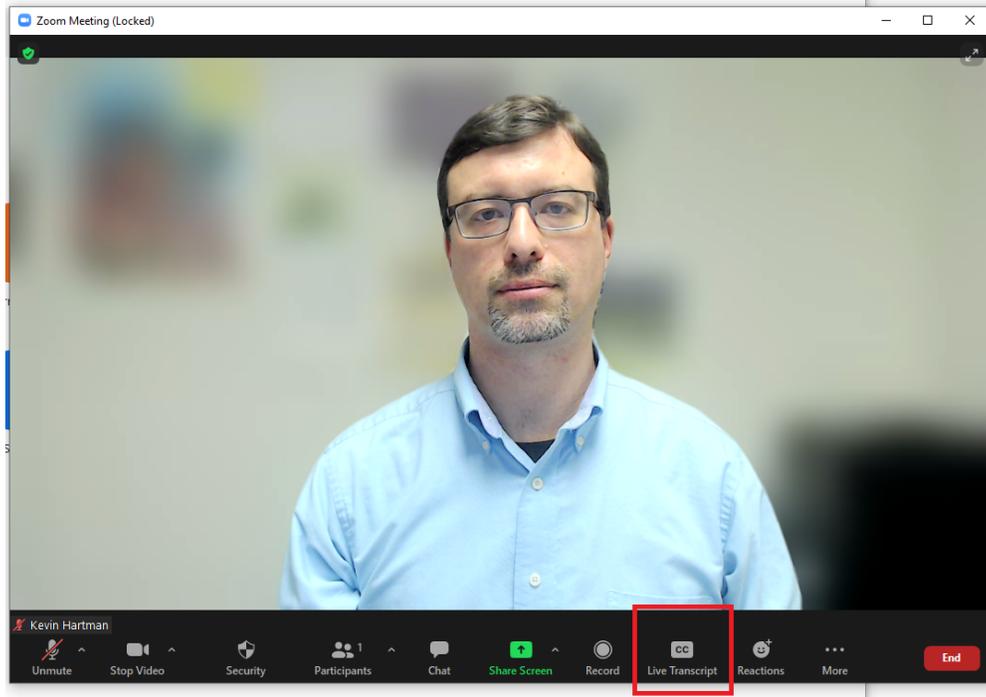
2. Once you click the "Live Transcript" button, click the option for "Enable Auto-Transcription." Your speech will now show up as subtitles at the bottom of the screen.
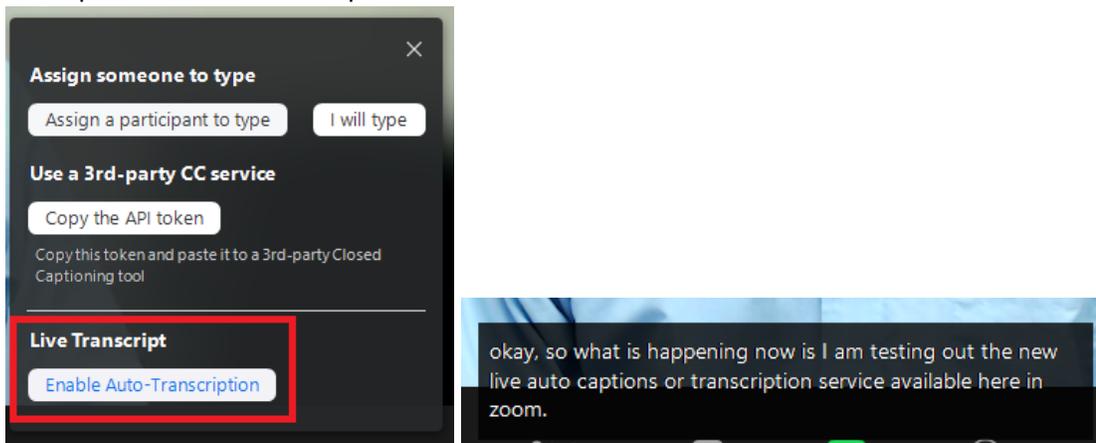
3. Once you start the auto transcription, your meeting attendees will see a message appear above their Live Transcript button alerting them as live transcription is available in the meeting.

4. The meeting host and attendees will now have a small chevron listing some options in their Live Transcript button once the host has enabled the live transcription.
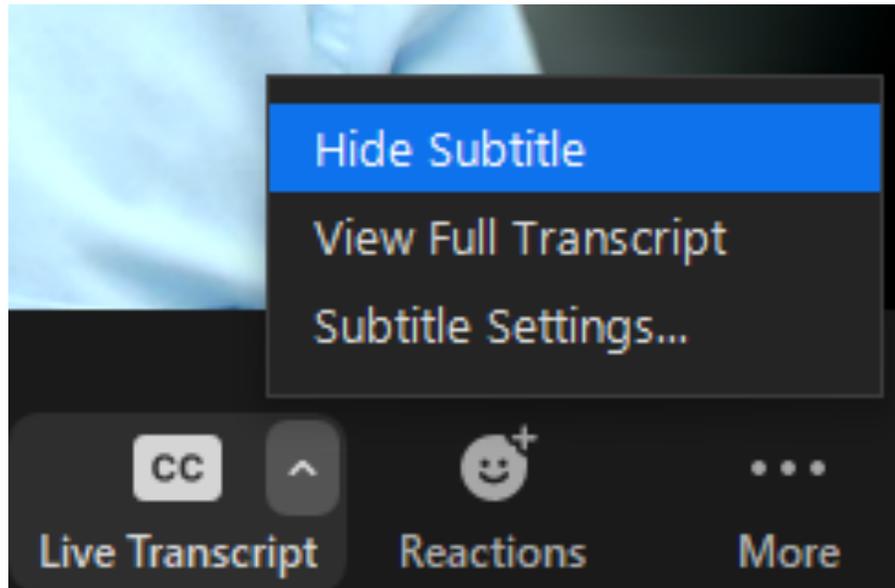
The following 3 options are listed under the Live Transcription button:

- **Show/Hide Subtitle –** Displays or hides the subtitles at the bottom of the screen.

- **View/Close Full Transcript –** A full running transcript will pop out to the right side of the meeting window. Hosts and attendees can search the transcript for specific terms of save a copy of the transcript to their local machine as a text file if enabled.
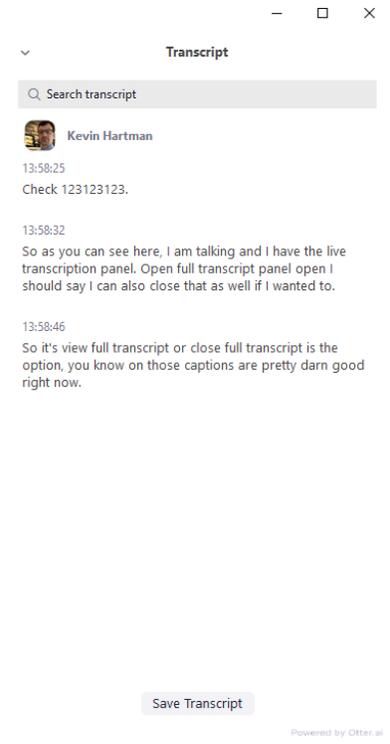
- **Subtitle Settings –** This brings up the Accessibility menu option in the user's Zoom application settings where the user can control the font size of the captions.