

Using Closed Captions in Zoom

In the toolbar at the bottom of your screen, you should see the **CC Live Transcript** button. If it's not there, click on the 3 dots – More Options, then click the CC Live Transcript.

You will see 3 options:

- **Show Subtitles** – select this to begin viewing subtitles
- **View Full Transcript** – opens a side pane to see live transcript with speaker names.
- **Subtitle Settings** – adjust the font size with a slide bar, adjust the chat display area with the drop down. All the screen reader alerts are already checked to give you the best experience.