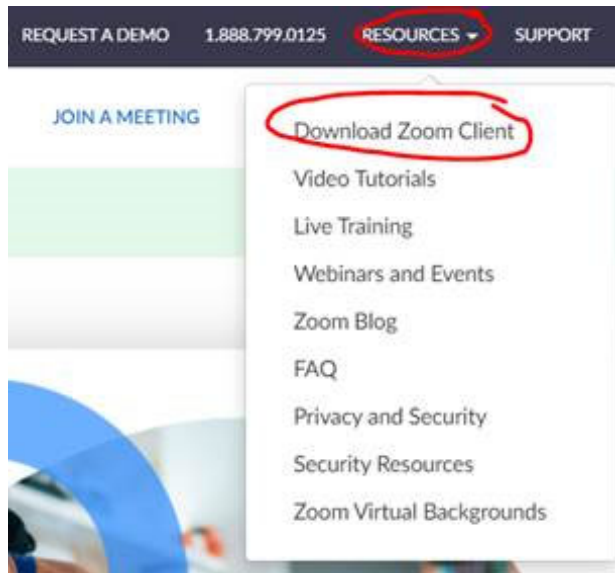


CLOSED CAPTIONS

1. Download the latest version of Zoom

Go to <https://zoom.us/>

In the top right hand corner, go to **resources**, and **download Zoom** client:



Then, on the next page, choose the top option, to download:

Zoom Client for Meetings

The web browser client will download automatically when you start or join your first Zoom meeting, and is also available for manual download here.

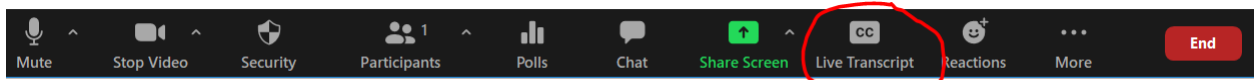
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Version 5.5.1 (12488.0202)

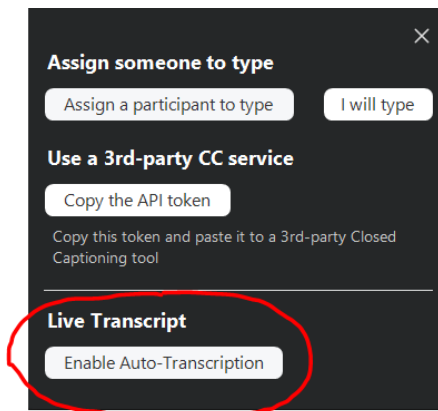
It will download a file to your computer. Open it up to install it.

2. Turn on captions

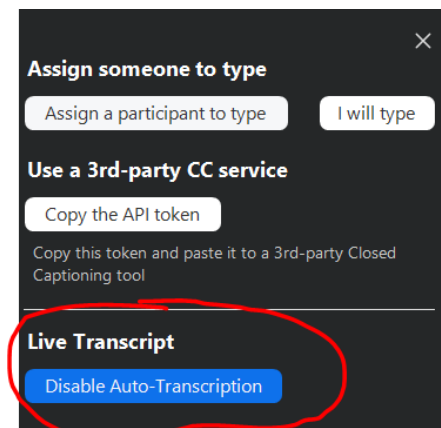
When you go to your Zoom meeting, you should now see **Live Transcript** as one of the options on the bottom:



If you click on this, you will get a few options. Choose **Enable Auto-Transcription**:



Now when you click on the Live Transcript button, you should see this:



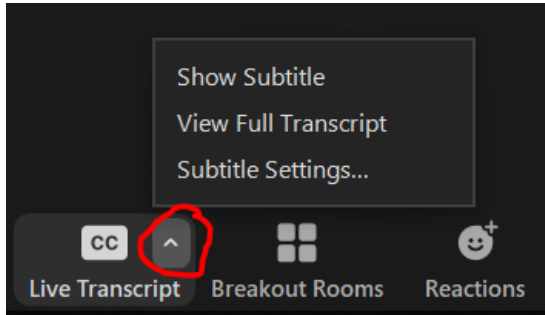
This means captions are on!

Back in the meeting, you should begin to see captions along the bottom.

*****Please note you MUST turn this on in order for students to see captions!**

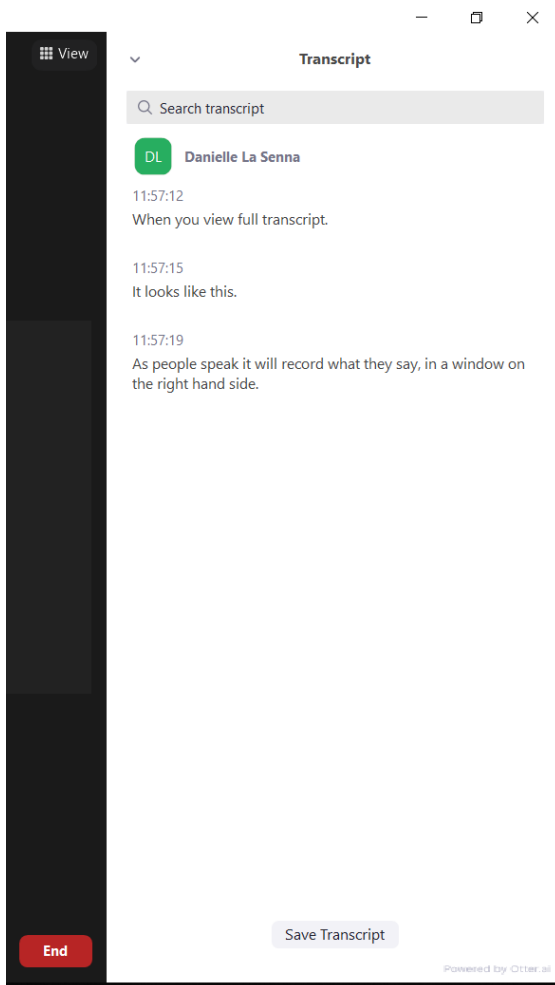
3. Adjust caption settings

If you click on the little arrow next to Live Transcription, you get more options:

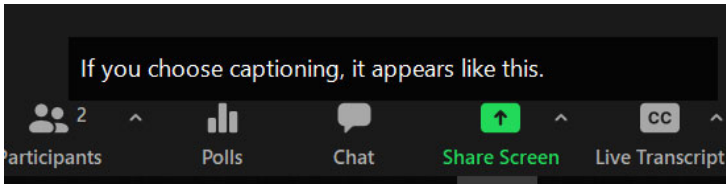


This will change your own view of captions; students can adjust their own view.

You can view a **full transcript** in a new side window by clicking **View Full Transcript**:



If you choose **subtitles**, this is what you will see on the bottom:



You can adjust the settings by clicking **Subtitle Settings** and a window with settings will appear. You can make the captions larger or smaller by sliding the bar:

