

## Closed Captioning in Zoom

Next to [adding subtitles to videos](#) (or switching them on as a viewer in YouTube) you can activate Closed Captioning (live captioning) in Zoom.

Note for Zoom:

- Closed Captioning only works in English
- Only the person who actually created the session can activate Closed Captioning in the Zoom meeting

## How to activate Closed Captioning in Zoom

**Step 1. Only the host (the one who creates the meeting) can perform this action:**

Open Zoom web-version (<https://zoom.us/profile/setting>) and open **Settings Page**.

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Profile  
Meetings  
Webinars  
Recordings  
**Settings**  
Account Profile  
Reports

Meeting Recording Telephone

Security

**Require that all meetings are secured with one of the following security options:** a passcode, Waiting Room, or "Only authenticated users". If any of these security options is enabled, Zoom will secure all meetings in this account.

[Learn more](#)

Scroll down to **Closed Captioning** In the settings section **In Meeting (Advanced)**:

Activate live transcription by clicking the slider so it turns blue.

## Closed captioning

Allow host to type closed captions or assign a participant/third party device to add closed captions



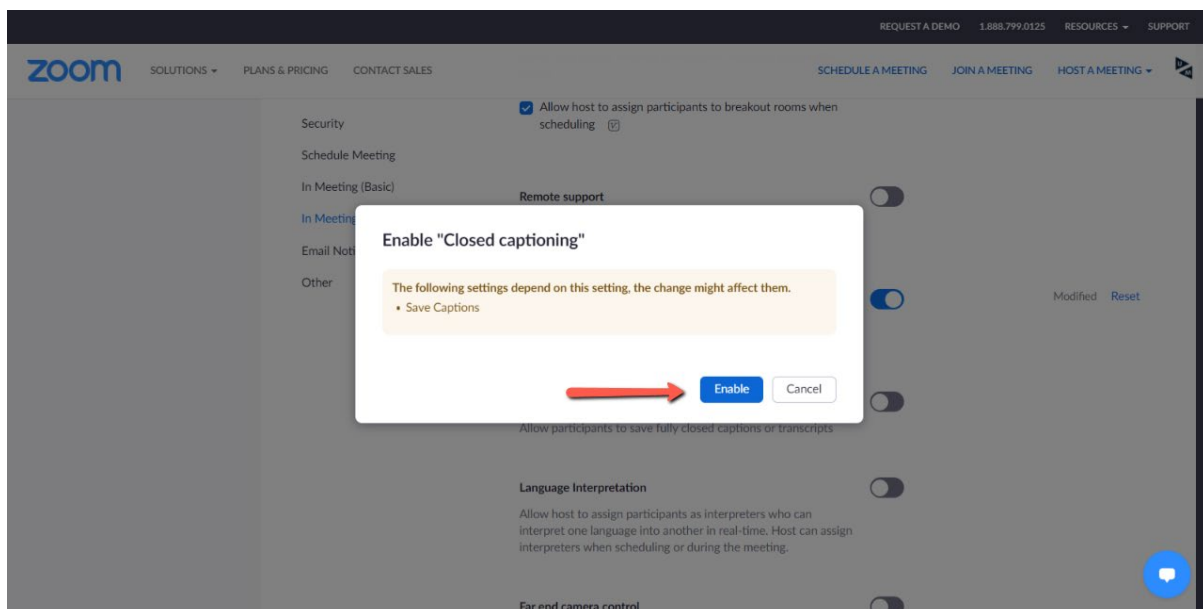
Enable live transcription service to show transcript on the side panel in-meeting

## Save Captions

Allow participants to save fully closed captions or transcripts

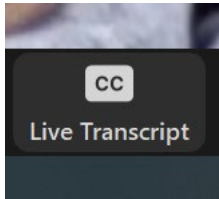


Confirm by clicking "enable" in the pop up window.



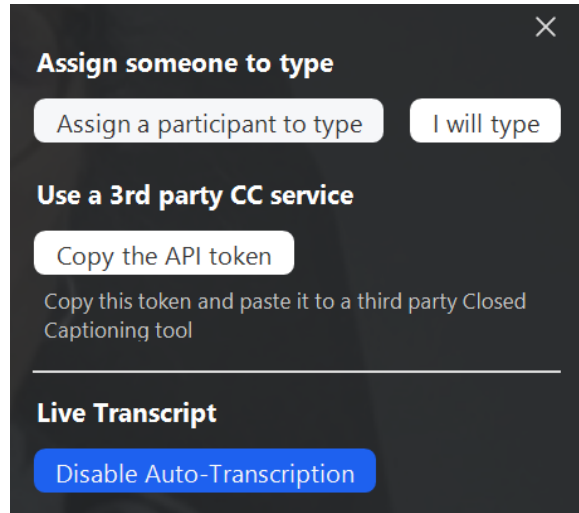
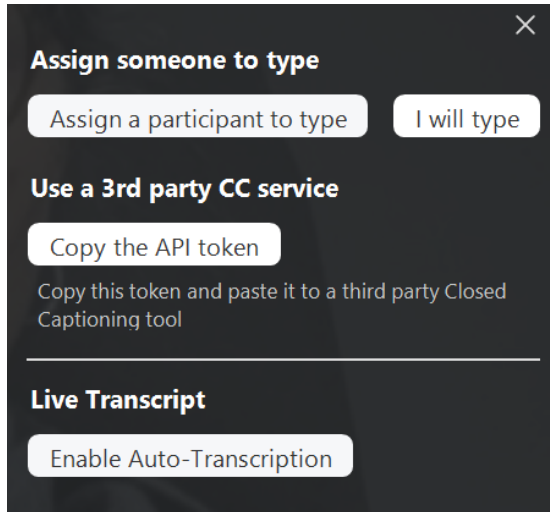
Note: just as recording is not default activated because of privacy issues, saving captions is preferably not switched on.

## Step 2: Once in the Zoom meeting



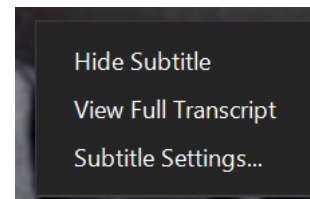
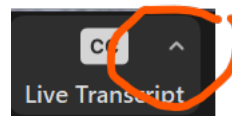
Click on Live Transcript / enable auto-transcription

Note: when someone else has created the session (e.g. the secretariat) you as a host probably cannot activate live transcript. You should ask this (beforehand) to the original host (organizer).

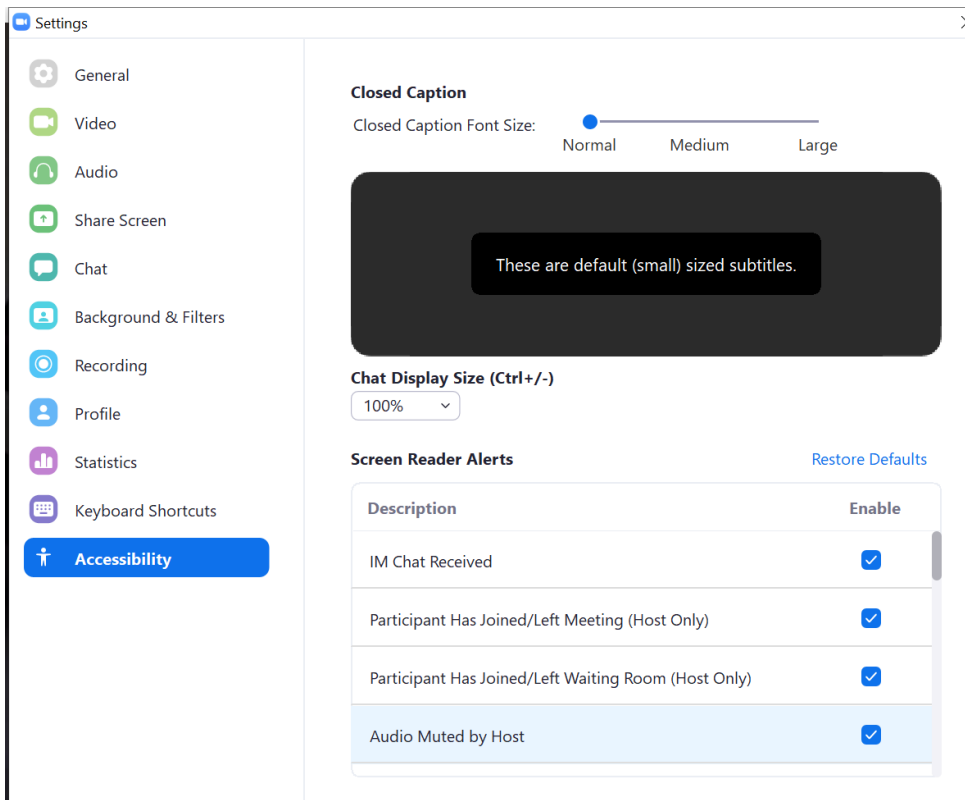


Now transcription is on for all participants

Participants can hide the subtitle:



When you click the Subtitle settings you will get this screen:



**Follow this link for more extensive handbooks on using Zoom:**

<https://videum.library.maastrichtuniversity.nl/i-want-to/teach-online/>