

GREAT NEWS!! Zoom now offers live closed captioning and here are some instructions on how to enable it in CarmenZoom.

1. Log in to CarmenZoom – osu.zoom.us
2. In the left side navigation choose Settings.
3. In the Settings, scroll down to the in Meeting (Advanced) section.
4. Turn on your Closed captioning and select Enable live transcription then click Save

In Meeting (Advanced)

Report to Zoom
Hosts can report meeting participants for inappropriate behavior to Zoom's Trust and Safety team for review. This setting can be found on the Security icon on the meeting controls toolbar:

Breakout room
Allow host to split meeting participants into separate, smaller rooms

☒ Allow host to assign participants to breakout rooms when scheduling

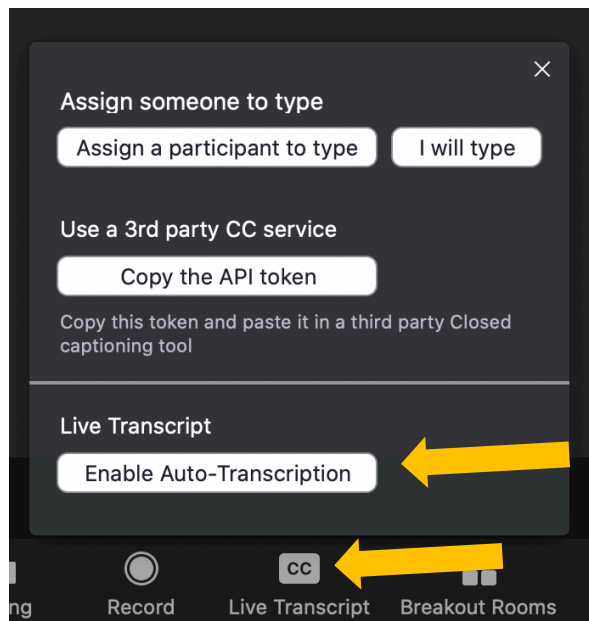
Remote support
Allow meeting host to provide 1:1 remote support to another participant

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 **Cancel**

5. When you start a meeting, go down to the bottom and select Live Transcript and then choose Enable Auto-Transcription.



6. You should now see the live transcript at the bottom of the screen when you start talking.

Hello, how are you doing today.
My name is Valerie.