

Guidance on automated captioning in Zoom

Zoom is one of the most popular online meetings platforms and already allows thirds party captioning (real time captioning) on its plans. They have now added free automatic captioning feature for all paid plans. It is not available on free plans.

To enable automated captioning in Zoom , you need to follow the steps bellow.

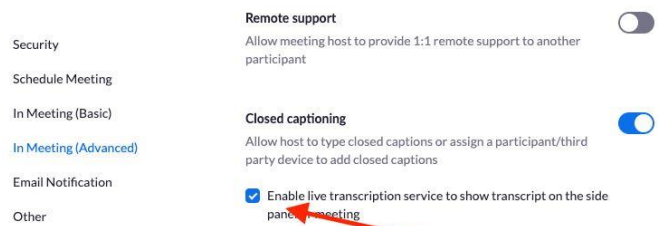
Before the meeting

1. Sign into the Zoom account in the browser

- In the Navigation Panel click Account Management then Account Settings
- Click Advanced and then click App Marketplace
- Find Otter.ai plug in and click to add to your account

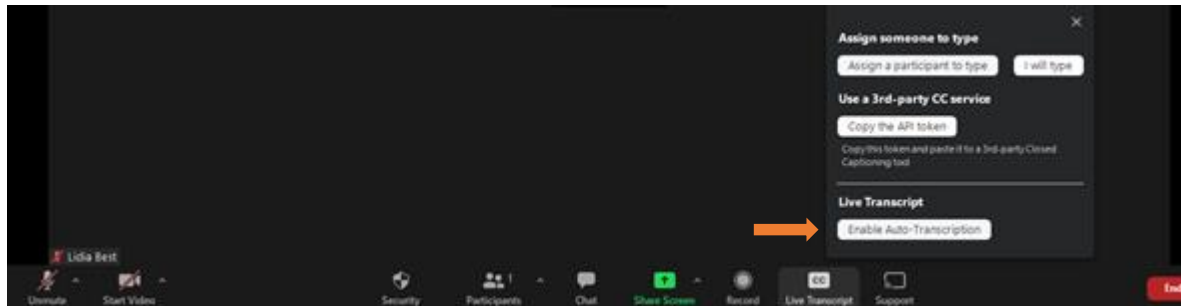
2. Go back to Account Settings

- Click In Meeting (Advanced)
- Activate Closed Captioning
- Click Enable live transcription service (this activates Otter.ai app)

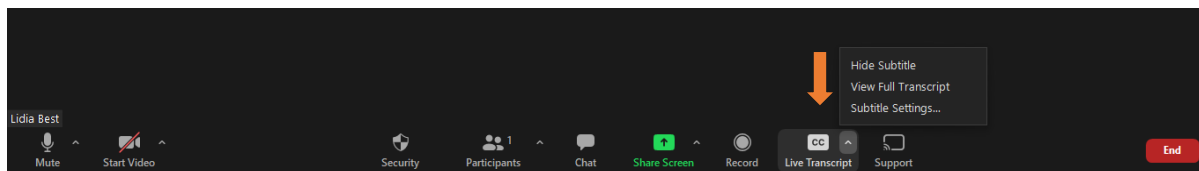


At the meeting.

1. The host clicks Enable Auto-Transcription, the meeting is now supported by automated captioning.



2. Meeting participants click on CC symbol ,and choose their preferences on viewing captioning



3. Participants can now follow the meeting with automated captioning.

