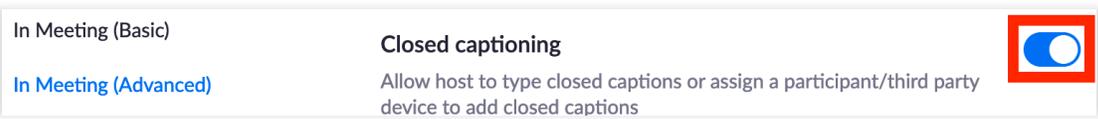
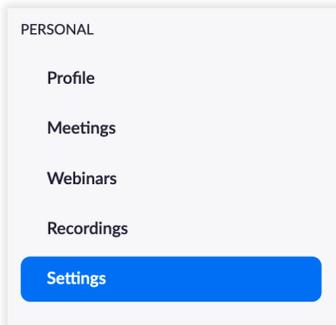


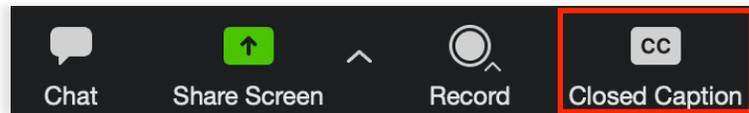
Closed Captioning Zoom Meetings

Closed captioning allows for a meeting attendee that is assigned by the host, to add captions in a meeting. Hosts may also caption Zoom meetings. Captions are typed directly into zoom by the assigned captioner or host to be displayed in real-time during a Zoom meeting.

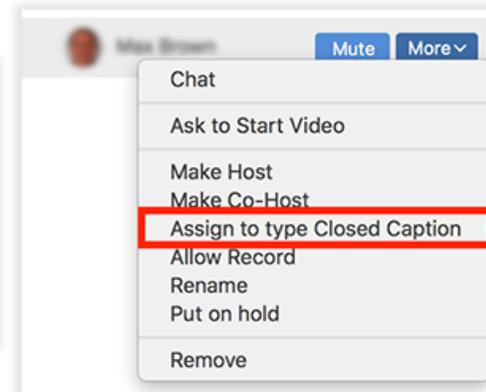
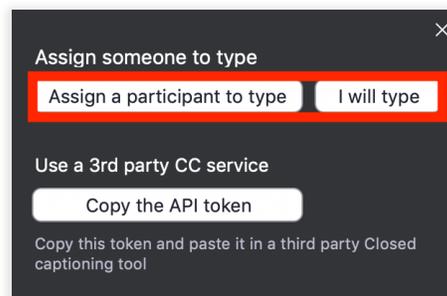
1. Enable closed captioning for your Zoom meetings. Sign in to Zoom at <https://colum.zoom.us> with your Office 365 credentials or by clicking on Zoom in your all apps list in Office 365.
2. Click on “settings” and enable the “Closed Captioning” option. This will now be available within your Zoom meetings.



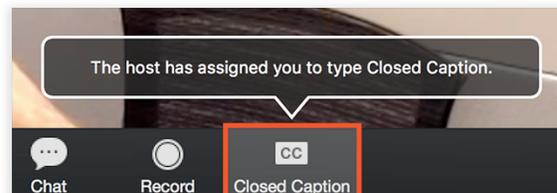
3. When you start your Zoom meeting, click on the “Closed Captioning” option.



4. Click “Assign a participant to type” if someone else will be captioning the meeting for you.
5. Click “More” next to the attendee in your participant list who will caption the meeting.
6. Select the option for “Assign to type Closed Caption.” This attendee will then be able to caption the meeting.
7. Choose “I will type” if you will be captioning the meeting as the host.



8. The attendee who is assigned to caption a meeting will receive a notification from Zoom.



9. After assigned, the captioner of the meeting can click on the “Closed Caption” icon to begin generating closed captions.
10. They can type captions into the text field for captioning and press “Enter” to broadcast the captions to the meeting attendees.