# Use the Live Transcription Feature in a Zoom Meeting

Automatic live transcriptions are now available within Columbia College's Zoom account. During a Zoom meeting, the host may enable auto-transcription to display live captions for the meeting participants. A "Live Transcript" button will appear in your meeting controls when you host a meeting or attend one that is using this feature. Make sure that your Zoom application is up to date.

1. To enable live captions on your Zoom meeting, click on the "CC Live Transcript" button available in your meeting menu. You must be the meeting host in order to do so. Select "Enable Auto-Transcription" during your meeting to turn on the live transcription.
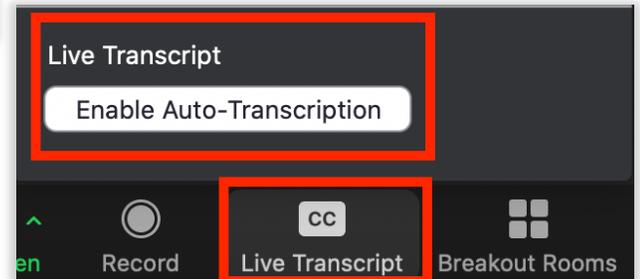
2. The captions from the live auto-transcript will now appear in your Zoom meeting for you and your participants to view.

**3.** Click on the upward facing arrow next to the "CC Live Transcript" button for additional options.
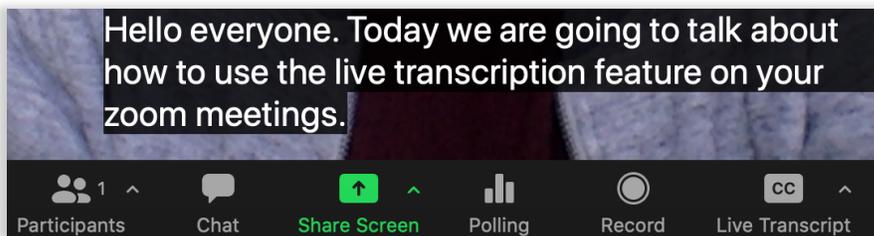
4. Select "Subtitle Settings" to adjust the size of the closed captions. Drag the scroll bar that appears to choose the desired caption size. A preview of this will appear.
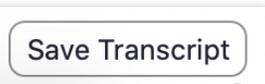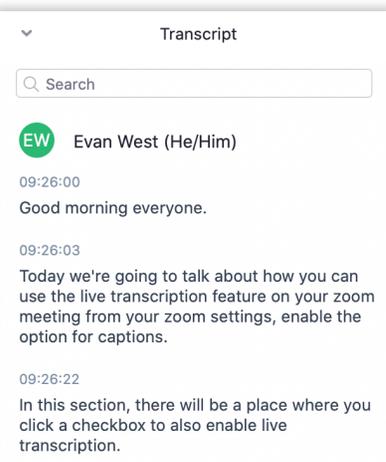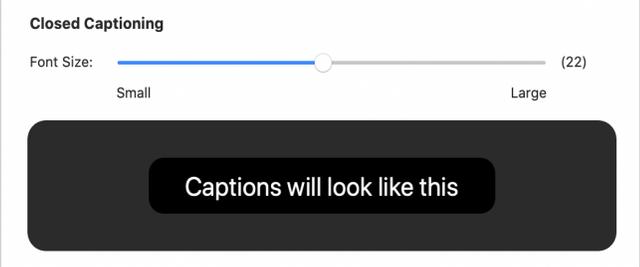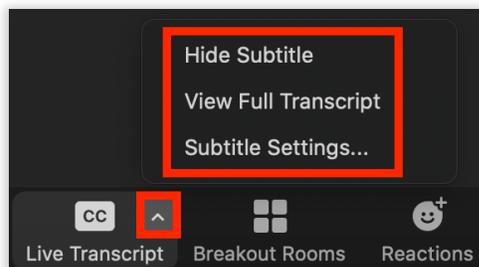
5. You may also select "View Full Transcript" to show a full transcript of your Zoom meeting. You may save a copy of this transcript by choosing the "Save Transcript" option in the full transcript view.

6. Participants can choose to hide or show the captions in their own meeting view by selecting the upwards facing arrow and then choosing "Hide Subtitle" or "Show Subtitle." This can be done after the host turns on the transcript feature in their meeting controls once the meeting has started.
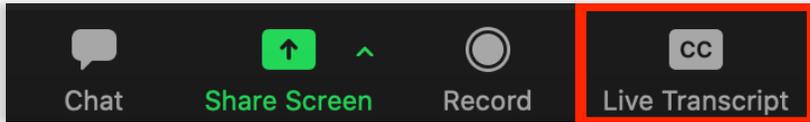
7. Participants can also request for a host to enable the live automatic transcription if it has not yet been made available in a meeting.

8. A participant would first click on the "Live Transcript" option in their meeting controls.

9. The participant can then select the option to request for the host to enable live automatic transcription for the meeting.
- Check "ask anonymously" to place your request to the host anonymously.

Request that the host enable Live Transcription for the meeting?

☐ Ask anonymously   Cancel   **Request**

10. The host would then receive an option to approve the request to enable live transcription for the meeting. Once the host clicks "enable", live transcription will be turned on for the meeting.

11. Live transcriptions will then become available for participants to see.

A participant requests that Live Transcription be enabled for the meeting

Decline and don't ask again   Decline   **Enable**

Hello everyone. Today we are going to talk about how to use the live transcription feature on your zoom meetings.