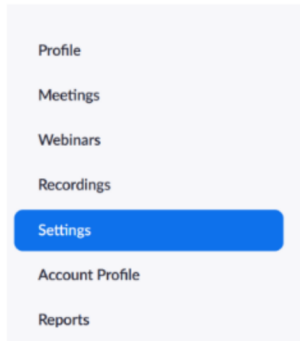
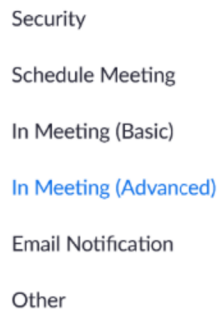


# Enabling Zoom Live Transcripts

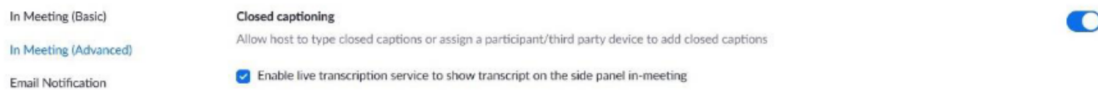
1. Log into <https://tennessee.zoom.us>
2. Click on **Settings** in left sidebar:



3. Click on **In Meetings (Advanced)**:



4. Enable **Closed captioning** by clicking on the toggle and then check the checkbox to enable **live transcription service**:



**service:** --

5. You're all set!
6. When you're hosting a meeting, you will need to look for the Live Transcript button at the bottom of your screen and then click on **Enable Auto-Transcription** to enable live transcripts. I have found that the meeting host has to enable this for me to get live captioning. I don't believe that you can set this once – it has to be done before every meeting – that's the downfall of this.

