

Zoom- Enable Live Transcript for Meetings.

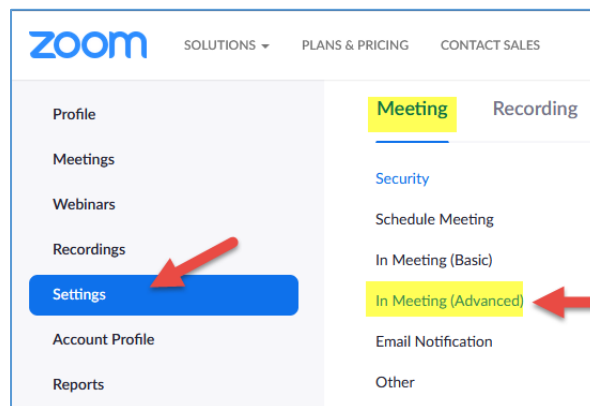
Overview

Zoom Pro license holders can enable machine-generated live transcriptions for meetings. This is a two part process:

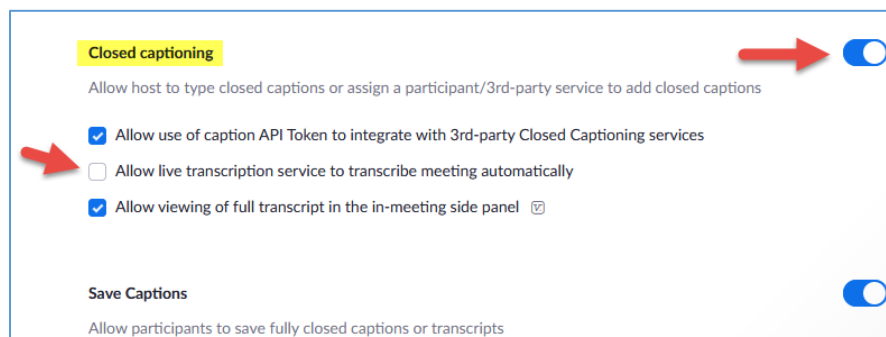
1. **First**, you need to check your account settings in the Zoom web portal to configure live transcriptions.
2. **Secondly**, once you are in a meeting, you may need to enable the feature there as well.

Configure Zoom account in web portal

1. Sign-in to <https://tamuc.zoom.us>
2. In the left hand navigation panel, click **Settings**
3. Click the **Meeting** tab.

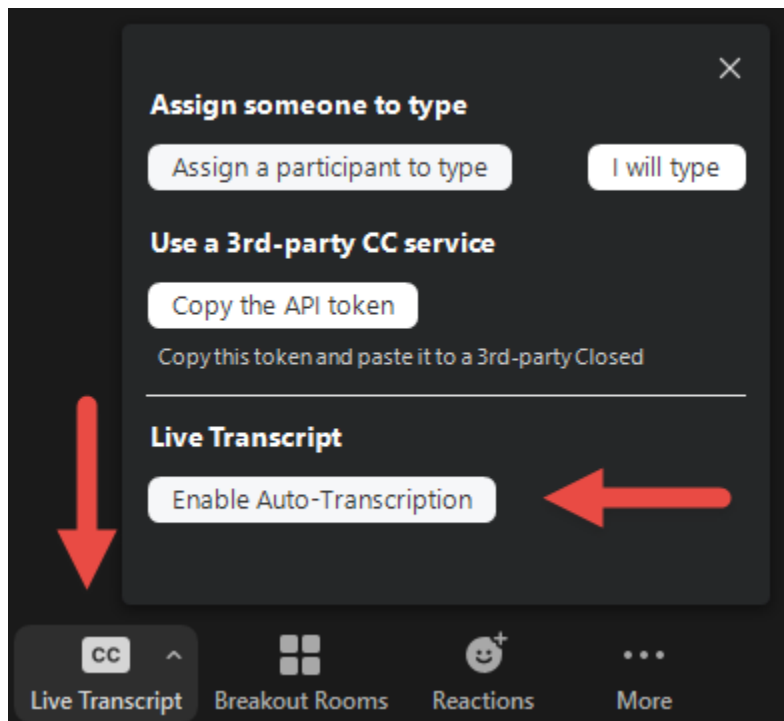


4. Under **In Meeting (Advanced)**, verify that **Closed captioning** is enabled.
5. If the setting is disabled, click the toggle to enable it. If a verification dialog box appears, click **Enable** to verify the change.
Note: If the option is grayed out, it has been locked at either the group or account level. You need to contact your Zoom admin.
6. (Optional) Select the check boxes to enable additional features:
 - a. **Allow use of caption API Token to [integrate with 3rd-party Closed Captioning services](#)**
 - b. **Allow live transcription service to transcribe meeting automatically**
 - c. **Allow viewing of full transcript in the in-meeting side panel:** If disabled, participants can't view the full transcript in the side panel. They can only view captions in the video window of the meeting or webinar. Participants also won't be able to [save captions](#)



Activate setting in a Zoom meeting

When in a zoom meeting as host, look for the “CC” button at the bottom of the tool bar. Then under the “Live Transcript” section click “Enable Auto-Transcription.”



Note about Machine generated Transcripts

Please note that auto-created transcripts are **not 100 percent accurate**. Accuracy varies based on the fidelity of the audio source.

A machine-generated transcript is *not* a replacement for accommodations (changes to an environment based on a person's needs in that environment). Please plan accordingly.