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

	INS & PRICING CONTACT SALES
Profile	Meeting Recording
Meetings	Security
Webinars	Schedule Meeting
Recordings	In Meeting (Basic)
Settings	In Meeting (Advanced)
Account Profile	Email Notification
Reports	Other

- 4. Under In Meeting (Advanced), verify that Closed captioning is enabled.
- 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.

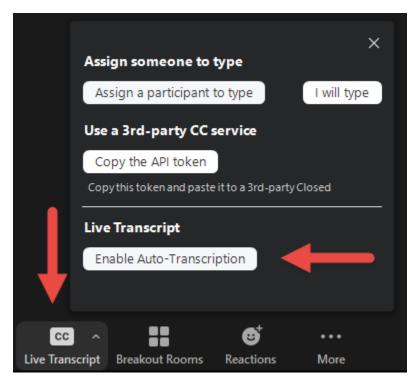
- 6. (Optional) Select the check boxes to enable additional features:
  - a. Allow use of caption API Token to <u>integrate with 3rd-party Closed Captioning services</u>
     b. Allow live transcription service to transcribe meeting automatically
    - c. Allow viewing of full transcript in the in-meeting 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 <u>save captions</u>

	Closed captioning
	Allow host to type closed captions or assign a participant/3rd-party service to add closed captions
-	<ul> <li>Allow use of caption API Token to integrate with 3rd-party Closed Captioning services</li> <li>Allow live transcription service to transcribe meeting automatically</li> </ul>
	Allow viewing of full transcript in the in-meeting side panel IV
	Save Captions
	Allow participants to save fully closed captions or transcripts

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### 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.