**It is finally here!**

ZOOM Live Transcription/Closed Captioning is available! Please **urgently** update your settings to improve the immediate accessibility of education and make our learning environment more inclusive!

1. Navigate to: <https://bostonchildrens.zoom.us/profile/setting>
2. Select: ***In Meeting (Advanced)***

Graphical user interface, application

Description automatically generated

1. Scroll down to: **Close captioning**

Graphical user interface, text, application

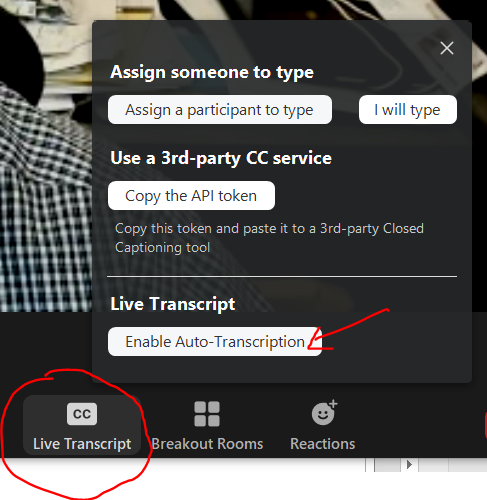
Description automatically generated

1. Select:

* Allow use of caption API token to integrate with 3rd-party Closed Captioning services
* **Enable live transcription service to show transcript on the side panel in-meeting**
* Save Captions ON

1. **Ensure all settings are saved by opening an upcoming zoom to ensure live transcription is enabled and working!**

When in the zoom meeting, as the host of the meeting, you should now see a “Live Transcript” button in your Zoom toolbar.  Click that and then click to “Enable Auto-Transcription”. You can further modify the size and location of the transcription in your personal meeting setting within the zoom.



\_\_\_\_\_\_\_\_\_\_\_