

Zoom - Steps for Live Captions

Live captioning is an existing setting within the Zoom app, hidden in your profile settings. While this is not a globally set feature, meeting hosts can use this at their own discretion to increase accessibility of an online event.

1. Open Zoom and click on your username icon in the upper right of the main Zoom window. Click on the My Profile menu item.
2. This will open a web page to authenticate with your online Zoom account. Click on "Sign in with SSO" (Single Sign-On)
3. On the next screen, enter "utoronto" as your company domain. Click "Continue".
4. The UTorID login page will open; authenticate with your UtorID and password.
5. Your profile will open up.
6. Click on "Settings".
7. Scroll down to find the Closed Captioning settings; Click on "enable live transcription service..."
8. Once this is enabled, if you are the host of a meeting you can "Enable Auto-Transcription" under the Live Transcript or "CC" button.