

Zoom (Live Captions) Step-by-Step Instructions

- 1) Once your event is confirmed, you should receive an email that confirms your event and includes your transcribers contact information. **If your event requires registration**, please do the following:
 - I. Manually register your transcriber using the Zoom registration page. If you are using **Zoom Webinar**, [add your transcriber as a panelist](#).
 - II. **Reply All** to the message and **add your transcribers** email address. Write a short email informing your transcriber that you have registered them directly for the meeting/webinar. It would also be a good idea to include the link, and any event info you have, especially speaker names and titles. You can find the link via your Zoom admin console (see below). **Ask the transcriber to confirm they received the link/email**.

Webinar

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Invite Panelists

Victoria Deguzman (victoriv@price.usc.edu)
Gen Giuliano (giuliano@price.usc.edu)
Katrina Soriano (sori400@price.usc.edu)
Dawn Hood (spanh001@umn.edu)
Zoey Li (lizhaoya@usc.edu)
Konstadinos Goulias (goulias@geog.ucsb.edu)

[Edit](#)

Panelists

Invite a person or a Zoom room as a webinar panelist

Name	Email/Zoom Rooms			
Victoria Deguzman	victoriv@price.usc.edu	Resend	Copy	Delete
Gen Giuliano	giuliano@price.usc.edu	Resend	Copy	Delete

Meeting

[Registration](#) [Email Settings](#) [Branding](#) [Poll](#) [Live Streaming](#)

Manage Attendees Registrants: 8

[View](#)

Registrants for 'Coffee Chat with Caregivers'

Search by name or email

Search

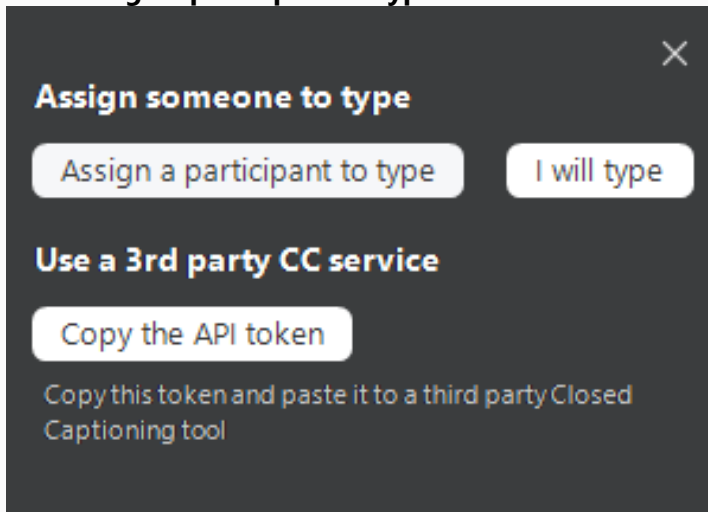
<input type="checkbox"/>	Registrants	Email Address	Registration Date
<input type="checkbox"/>	Will Coucheron-Aamot	couchero@usc.edu	Sep 17, 2020 10:27 AM

Copy

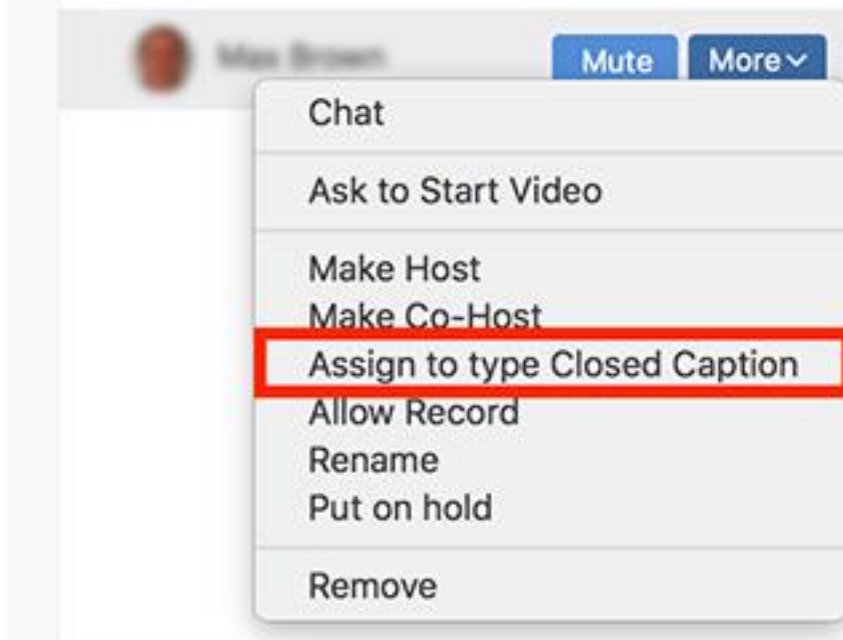
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- 2) Enter your meeting/webinar 15 minutes early. When you see your transcriber in the Participant List (usually they will include some sort of readily identifiable name, e.g. Jon-Transcriber) initiate a chat with them stating that you are about to give them Closed Caption control.
- 3) Perform the following steps:

- I. Click **Closed Caption.** 
- II. Click **Assign a participant to type**



- III. In the participants window - hover over the participant's name and click **More** then **Assign to Type Closed Caption.**



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- 4) Confirm via chat that your transcriptionist has access. You and your participants can then turn closed captions on/off as they prefer.