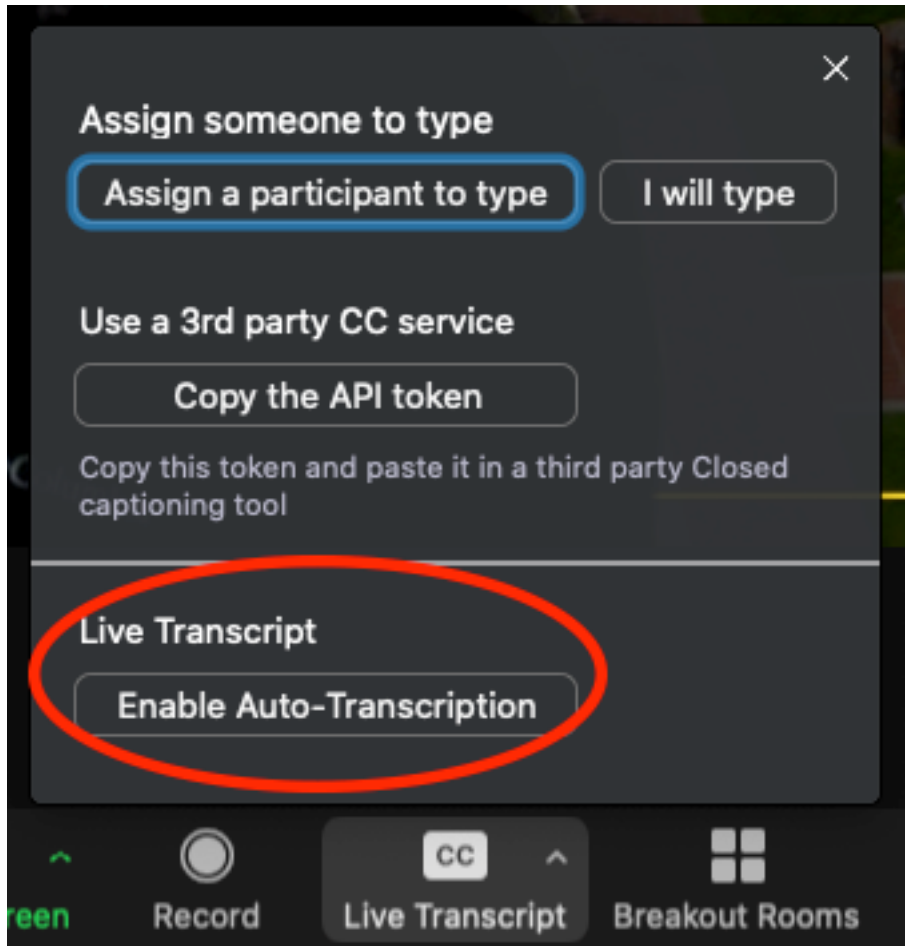


Enabling Auto-Transcription in Zoom

1. Start your meeting
2. Click on **CC Live Transcript** at the bottom of your screen



3. Click **Enable Auto-Transcription**

This must be done per meeting or once per recurring Zoom meeting. When enabled for recurring meetings, it will remain on for future meetings. **Note:** This feature is **not** ADA compliant. Please follow [existing guidance](#) on requiring ADA compliant captioning/transcription for external facing events and videos posted on the web or social media.

4. Once enabled, each user can choose if they want to see them or not by clicking on the carrot next to **Live Transcript** and choosing **Hide Subtitle** or **Show Subtitle**.

