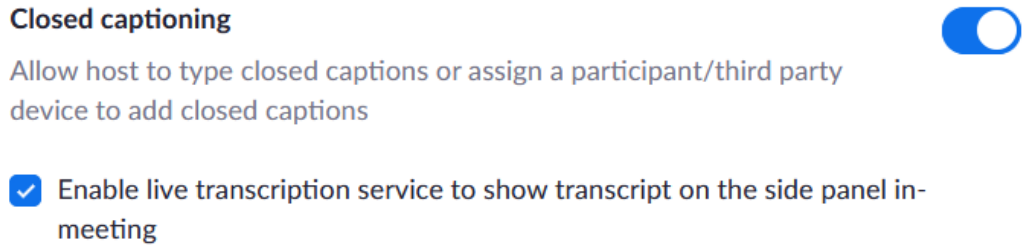
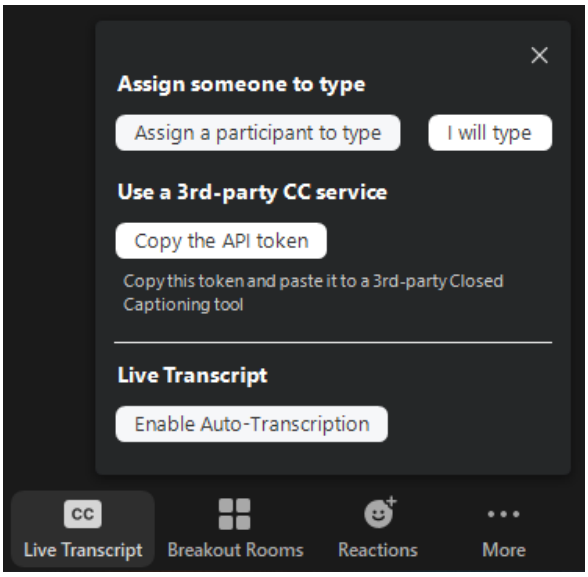
ENABLING AUTO TRANSCRIPTION IN ZOOM

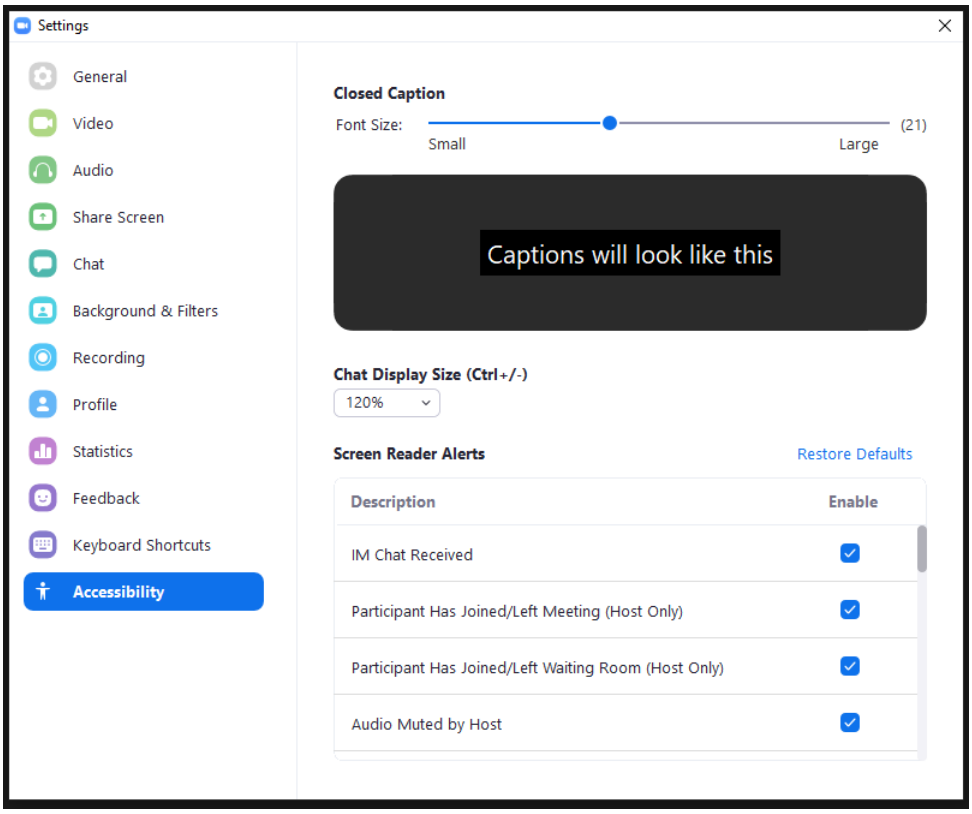
Effective immediately, SFA Zoom users can now activate live transcription in all SFA Zoom meetings. Follow the steps below to enable auto transcription:

1. Check to see if captions are enabled for your account by logging in to sfasu.zoom.us. In the left-hand menu, click **Settings** and ensure you are on the *Meeting* tab. Scroll to *In Meeting (Advanced)* to find the *Closed Captioning* setting. Ensure the setting is enabled (the slider will be blue if toggled on and gray if toggled off). Then, ensure the *Enable live transcription service to show transcript on the side panel in-meeting* box is checked.



2. Start a scheduled or instant Zoom meeting.
3. Click the **Live Transcript** button on the icon tray at the bottom of the window, then click **Enable Auto Transcript**. The transcript will appear just above the icon tray during your Zoom meeting.



4. Note that the size of the caption text can be changed easily. To do so from the Zoom desktop client, click the ^ next to the *Start Video/Stop Video* icon. Click **Video Settings** and then **Accessibility**. Move the slider to adjust the caption size.

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