How to view closed captions or live transcripts during a Zoom meeting

Zoom's closed captioning and live transcripts provide subtitles of the spoken communications during a meeting. This can be used to easily follow presentations, conversations, or for accessibility requirements.

We have outlined how you can view these through the steps below, if they are made available during the meeting, and if you can access them on the device you are using.
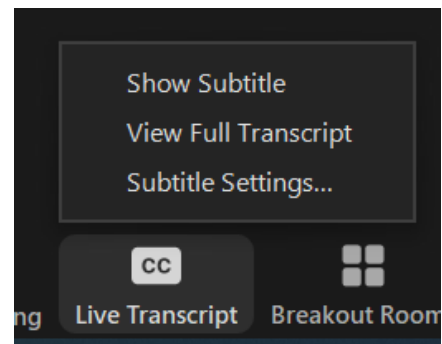
How to view

1. Join the meeting, using the information provided in the invitation link.

2. If closed captioning and/or live transcription is available, you'll see the **Closed Caption** cc icon and/or the **Live Transcript** cc icon.

3. Click on the icon and a menu will pop up.
   Select **Show Subtitle**. This should then bring up the subtitles on your screen.

   Note: You can click and drag the subtitles box to move their position in the meeting window.

4. You can also click **View Full Transcript** to view the text in the side panel of the meeting.

How to close / end

If you decide that you no longer wish to view subtitles or the live transcript, you can end these options during the meeting.

1. Click on the **Closed Caption** cc icon and/or the **Live Transcript** cc icon – whichever is showing on your toolbar.

2. A menu will pop up. Select **Hide Subtitle**. This should then end the subtitles on your screen.

3. Click **Close Full Transcript** to close the transcript showing in the side panel of the meeting.