

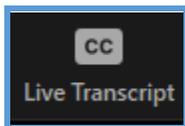


### Overview:

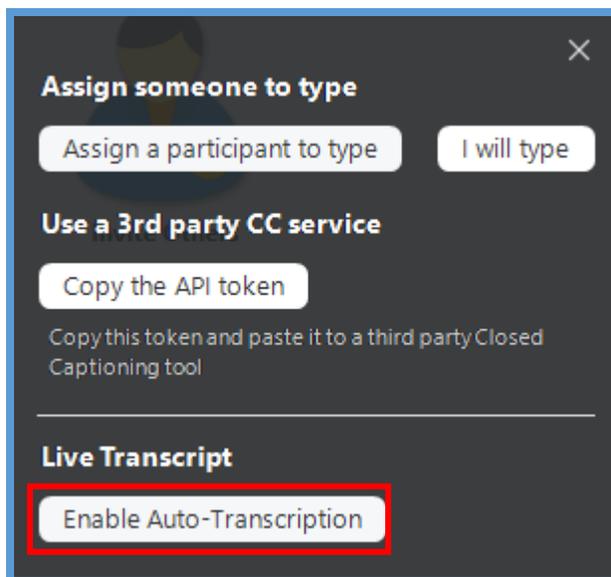
If you are unable to provide captioning, Zoom also provides AI-powered live transcription for all paid accounts. This can be enabled by the host, and any participants can view the captioning as needed. Live transcription only supports English and it is recommended that you speak clearly for best results.

### Starting live transcription in a meeting:

1. In a zoom meeting or webinar that you are hosting, click on closed caption or live transcription



2. After clicking on live transcript then click on enable Auto-Transcription



3. In order for a participant to see the closed caption:
  - a. Click on the up arrow next to live transcription
  - b. Then click on show subtitle



Please keep in mind that the live transcripts cannot be viewed after the session unless you record the session to the Zoom cloud. Also, the transcript which will be final is the cloud AI transcript not the actual live transcript.

If you have any questions about this please call or email OTS Media and Classroom Services at [AV@ubalt.edu](mailto:AV@ubalt.edu) or 410-837-6262 (option3)