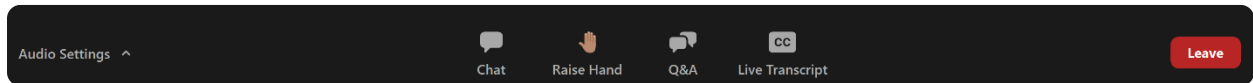


Zoom – Viewing Closed Captioning and Live Transcripts

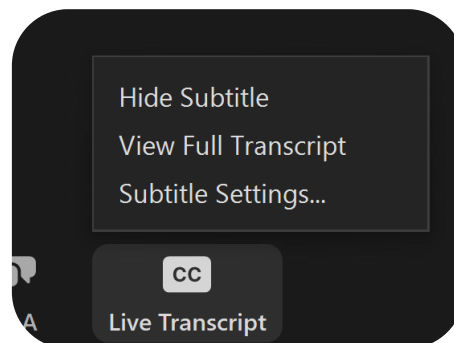
Open a *Zoom* webinar

From the bottom toolbar, choose the *CC* icon where it reads *Live Transcript*.



You will now see a pop-up box that appears as follows. Choose *Live Transcript* and select one of the following options:

- **Hide/Show Subtitle** – hides/displays the live subtitles.
- **View Full Transcript** – displays the full meeting conversation in a side window with live updates and timestamps. You can also save a copy of the transcript to your computer.
- **Subtitle Settings** – opens the Accessibility settings where you can change the subtitle font size.



Please note that since the live transcript is created via AI, the wording may not be accurate. [Visit the Zoom website](#) to learn how to navigate hot keys and keyboard shortcuts for the desktop client.

For assistance, email studentsuccess@northcarolina.edu or use the “Raise Hand” feature, during the Zoom webinar.