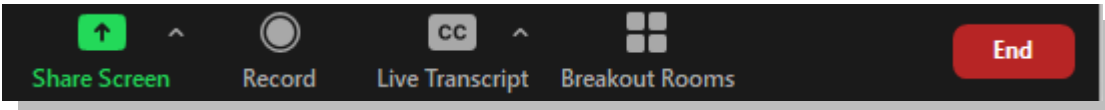


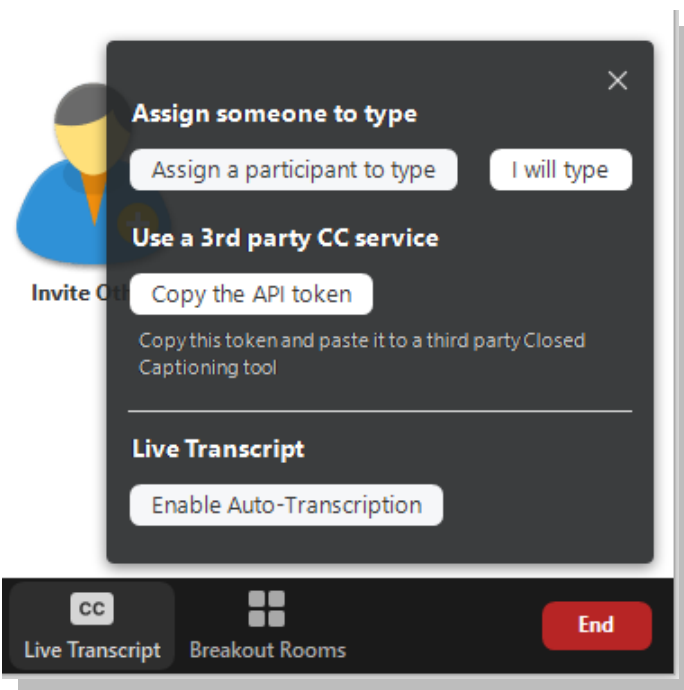
Enabling Live Transcription through Zoom during your meetings as a host

While in your Zoom meeting

- 1.) Please click on the **“Live Transcript button”** on the Zoom Tool bar.



- 2.) The following box will appear



- 3.) You want to click in the box **“CC- Live Transcription”** and **“Enable Auto-Transcriptions”** before or during each of your Zoom sessions

You should then see the captions appear on your screen. You can move them to a desired area using the **“drag”** function. You can test it at any point, you only need to speak, and it will use your mic and speakers to transcribe. (It will not be 100% accurate, but it is at an acceptable rate)