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)