HOW TO ENABLE AUTOMATED LIVE TRANSCRIPTION IN ZOOM
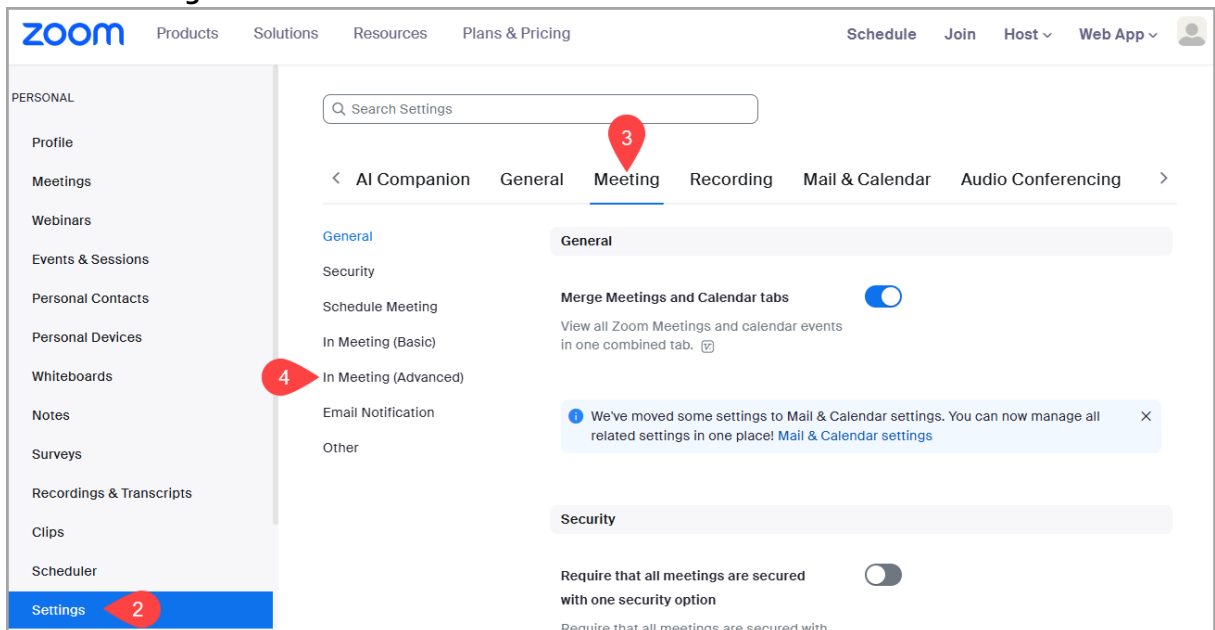
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OVERVIEW

This guide will provide step-by-step instructions on how to enable Automated Live Transcription during a Zoom meeting. Live captioning will be added to your Zoom meeting and the captions will be displayed in the recording.

ENABLING AUTOMATED TRANSCRIPTION SETTING

To enable the Automated Live Transcription setting, please follow the steps below:

1. Go to **ubc.zoom.us** and sign in
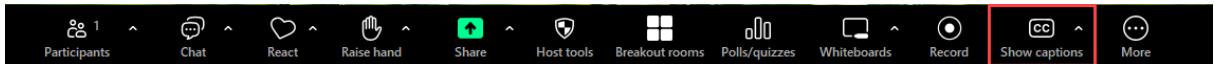2. Click on **Settings** from the menu on the left

3. Click **Meeting** from the top menu
4. Select **In Meeting (Advanced)**
5. Enable the **Automated captions** option (the icon should turn blue)
6. If you would like the participants to be able to save fully closed captions or transcripts, enable the **Save Captions option** (the icon needs to go blue)
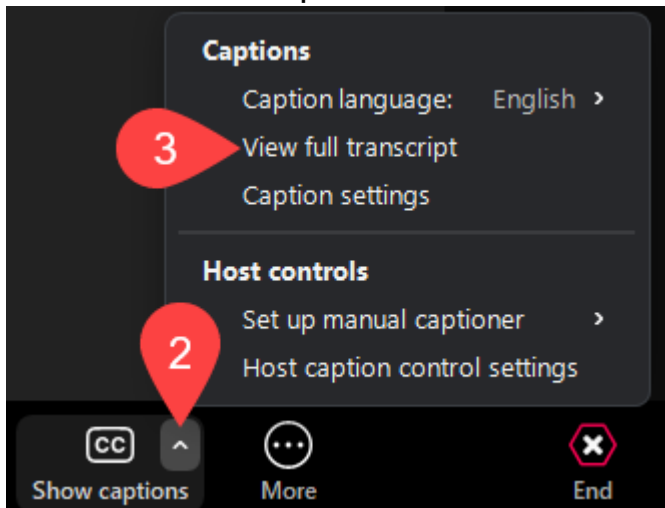
USING AUTOMATED TRANSCRIPTION DURING A ZOOM MEETING

To use Automated Transcription during the Zoom meeting, please follow the steps below:

1. Click on the **Show Captions** button located in the tool bar

2. To access the full transcript pane, click the small arrow beside Show captions
3. Select **View full transcript**

LIMITATIONS

The accuracy of Zoom's live transcription feature depends on many variables, such as but not limited to:

- Background noise
- Volume and clarity of the speaker's voice
- Speaker's proficiency with the English language
- Lexicons and dialects specific to a geography or community

Because of these limitations, if you are required to use speech-to-text support for any compliance needs in your meetings and webinars, we recommend using a manual captioner who may be able to guarantee a specific accuracy.