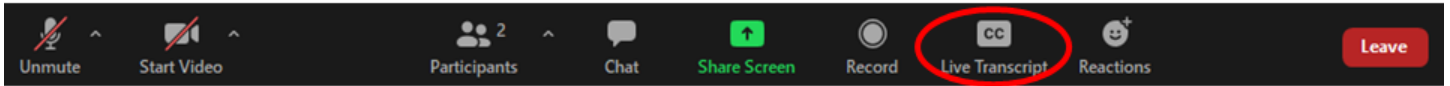# Zoom <mark>GUEST (non-host)</mark> Info to VIEW Closed Captioning
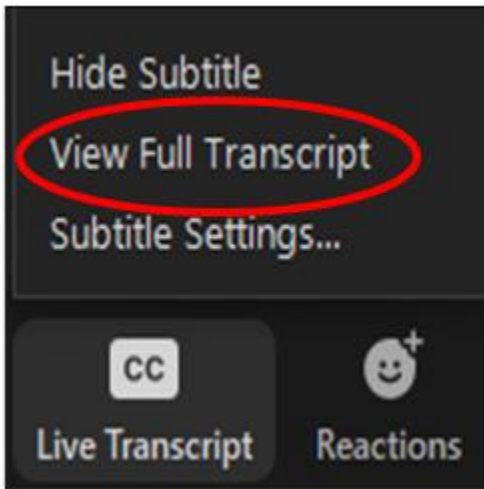
(We now have this amazing feature for those who are hearing challenged)
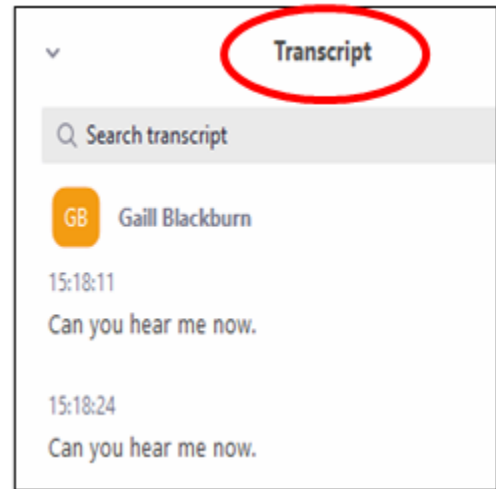
1st Step -

At the bottom of your screen, click on the "Live Transcript" button. (If you do not see the button, please ask the Zoom Admin / Host to enable closed captioning).

2nd Step -

The Results -

If you want to see the entire transcript instead of only what is being said at the time, then under the "Live Transcript" button, click on "View Full Transcript" and the Closed Captioning will appear in a pop-up column to the right. You should be able to see the person's name next to what they are saying (great for groups).

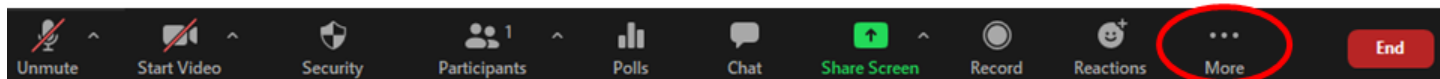If you lose/forget the login link & directions for non-admin attendees, you can find it on our hidden webpage here - http://azgpc.org/zoom-meetings

(The Login link for non-admin - <mark>https://zoom.us/j/4808926753?pwd=K3J3bk9CNDFsdlI2ZCtuOGxCL2FzZz09</mark>)

Any issues feel free to call/text Gaill Blackburn at: 602-920-5021

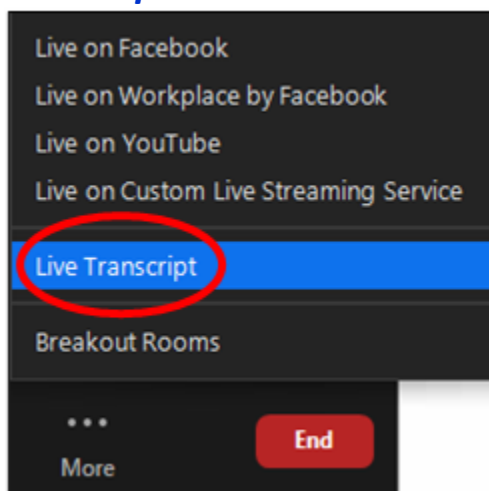# Zoom <mark>ADMIN / HOST</mark> Info to ENABLE Closed Captioning
(We now have this amazing feature for those who are hearing challenged)
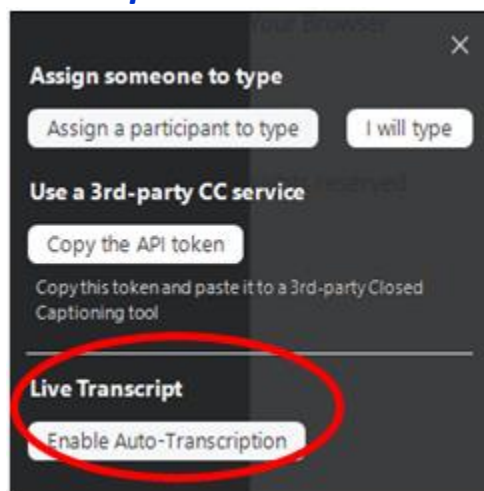
1st Step -

At the bottom of your screen, click on the "<u>More</u>" button (or "...")
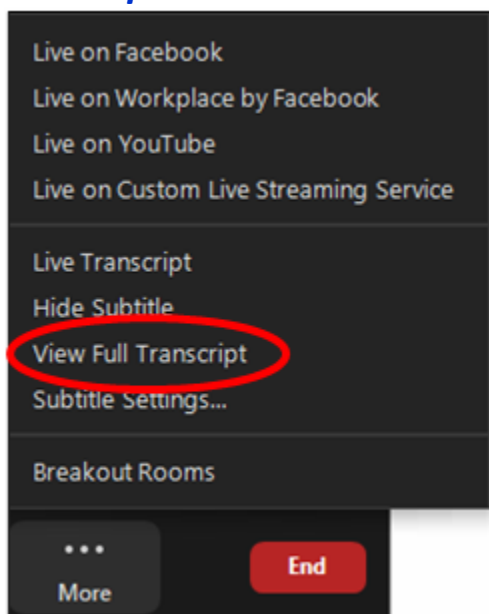
2nd Step -

Under the "<u>More</u>" button,
click on "<u>Live Transcript</u>"
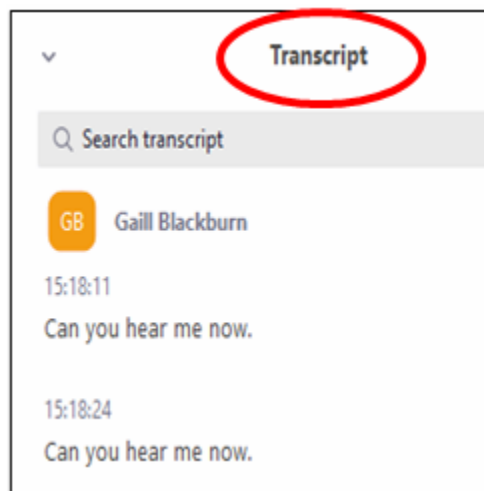
3rd Step -

Under the "<u>Live Transcript</u>" button,
click on "<u>Enable Auto-Transcription</u>"

4th Step -

The Results -

If you want to see the entire transcript, go back to the "<u>More</u>" button, and click on "<u>View Full Transcript</u>" and the CC will appear in a pop-up column to the right. The advantage to doing it this way is that you can see the person's name next to what they are saying (great for groups).