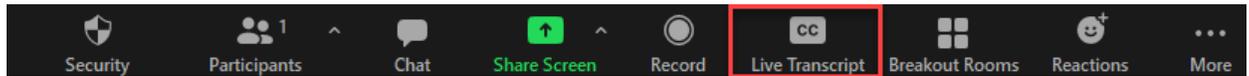
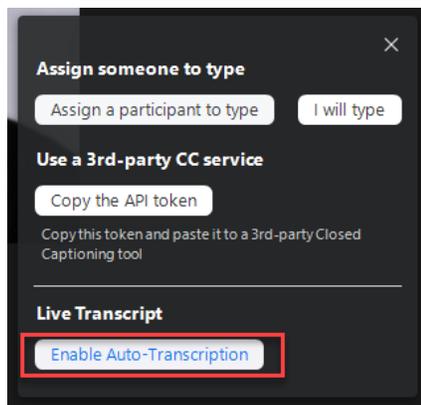


## Sign-In to Zoom Meeting as Host

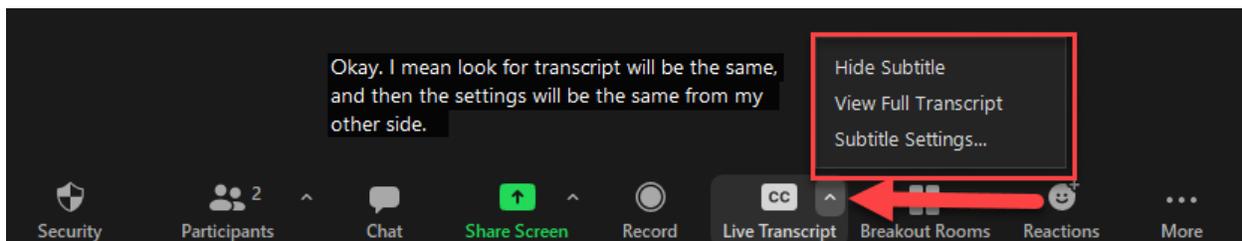
1. The host of the Zoom meeting will need to turn on the Live Transcription setting once the Zoom meeting begins.
2. In the host's menu, select "Live Transcription".



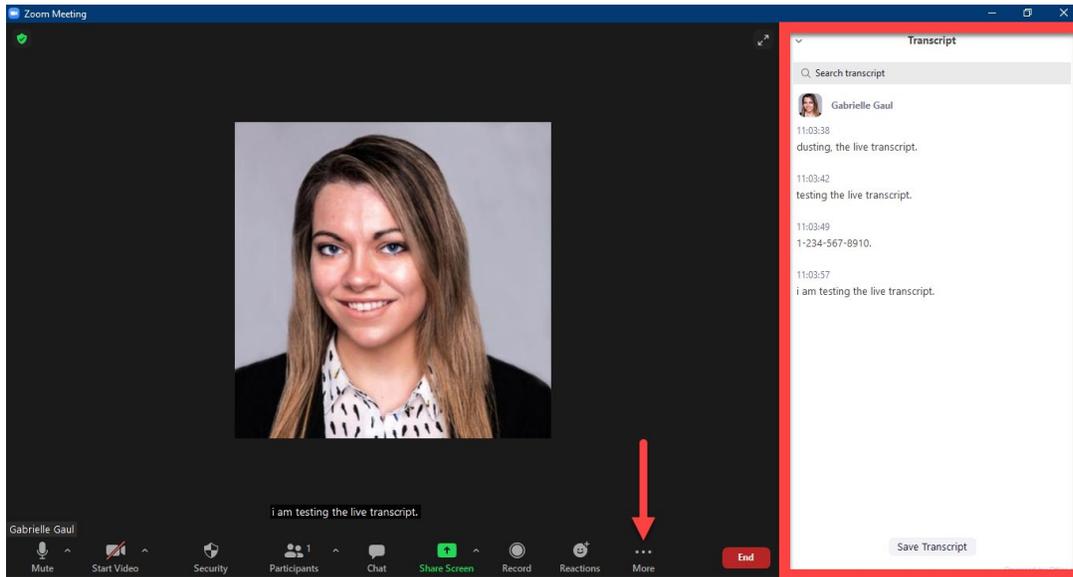
3. In the menu options, the host has the option to assign someone to transcribe or enable the live transcription. Click "Enable-Auto Transcription" to turn on live transcription for the meeting.



4. Participants and the host will now see Live Transcription as subtitles in the meeting. Clicking on the carrot next to "Live Transcription" the host and participants have the option to "Hide Subtitle", "View Full Transcript", or edit the "Subtitle Settings".



5. Clicking "Hide Subtitle" will hide the transcription from the users screen. The user has the option to click "Show Subtitle" to turn this setting back on. Clicking "View Full Transcript" will open the transcription in a second window on the right-hand side of the Zoom meeting. When the full transcript is open, users can click on the "More" icon to "Close Full Transcript" or edit the transcription settings. Users also have the option to save the transcript by clicking "Save Transcript".



6. Clicking "Subtitle Settings" will allow the host or participant to edit closed captioning settings including the font size (1) and chat display size (2). In the settings area, users can also customize alert settings for a screen reader (3).

