Enable Live Transcription in Zoom
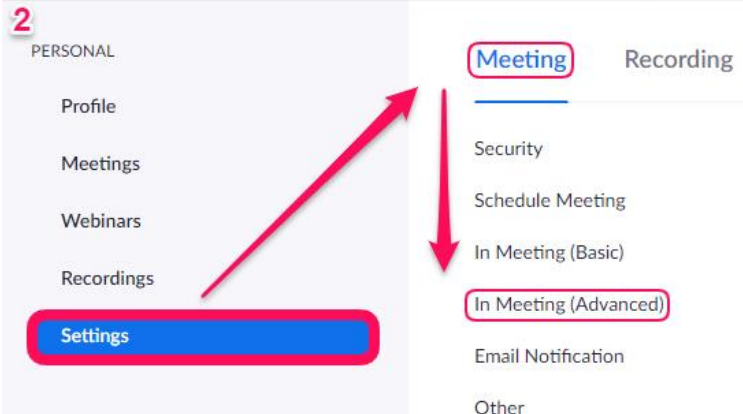
Use Zoom's built-in live transcription tool to add real-time subtitles to transcriptions to your Zoom sessions.

Click this link to watch: a tutorial on how to enable the live-transcription feature in Zoom.

Enabling/Disabling Live Transcription in User Settings

1. Log in to the Zoom Web interface by going to http://ucsb.zoom.us/signin

2. Navigate to **Settings** > **Meeting** > **In Meeting (Advanced)**

3. Scroll down to **Automated captions**

   o Click the toggle button to the right, from grey to blue

4. A new message box displays, click the blue **Enable** button

   o This action enables closed captioning/live transcription

5. Click the **Full transcript** toggle button to the right, from grey to blue

   o This action enables viewing of full transcript in the in-meeting side panel

6. Click the **Save Captions** toggle button to the right, from grey to blue

   o This action enables the saving functionality for both the host and participants (without having to record the session)

UC SANTA BARBARA

2

PERSONAL

Profile

Meetings

Webinars

Recordings

Settings

| Meeting | Recording |

Security

Schedule Meeting

In Meeting (Basic)

In Meeting (Advanced)

Email Notification

Other

Security

Schedule Meeting

In Meeting (Basic)

In Meeting (Advanced)

Calendar and Contacts

Email Notification

Other

Manual captions

Allow host to type closed captions or assign a participant/3rd-party service to add closed captions

Automated captions

Allow users to enable automated captions in these languages in meetings. ☑

Chinese (Simplified) Beta, Dutch, English, French, German, Italian, Japanese Beta, Korean Beta, Portuguese, Russian, Spanish, Ukrainian ✏

Full transcript

Allow viewing of full transcript in the in-meeting side panel

This option has been changed because ✕
• Automated captions is updated.

Save Captions

Allow participants to save fully closed captions or transcripts

This option has been changed because ✕
• Automated captions is updated.

Live captioning within Zoom Meetings and Webinars come in two options:

1. **Captions:** text that appears at the bottom of the Zoom window called captions.

2. **Live Transcript:** full meeting audio converted to transcripts in real-time. These are time-stamped and tagged with who was speaking.
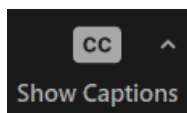
Requirements:

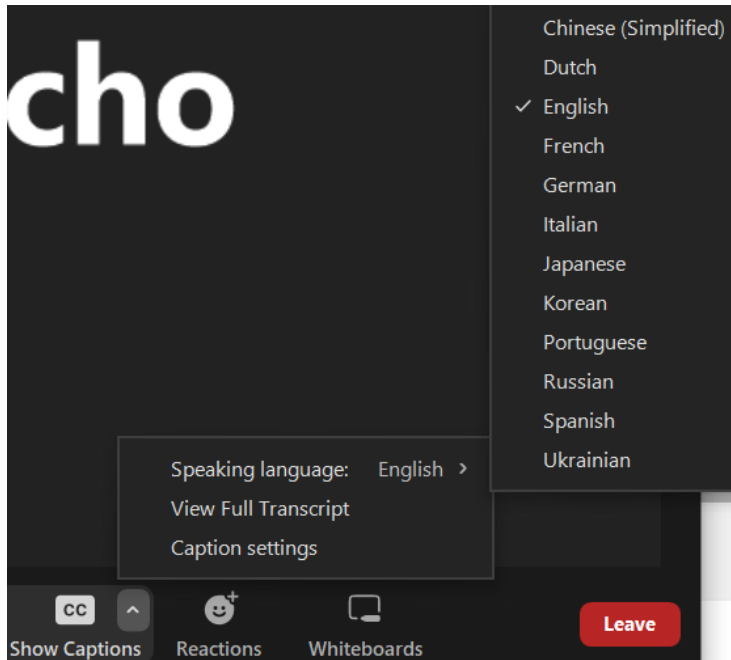The Live transcription feature has been confirmed to work with the following Zoom clients:

- Zoom Desktop Applications for Windows and macOS

- Zoom Mobile Applications for iOS and Android

  o **Note:** Live transcriptions cannot be accessed using any web client (browser)

Enabling within Zoom Meeting using the Zoom Desktop application

1. Click the **Show Captions** button at the bottom of your Zoom meeting window
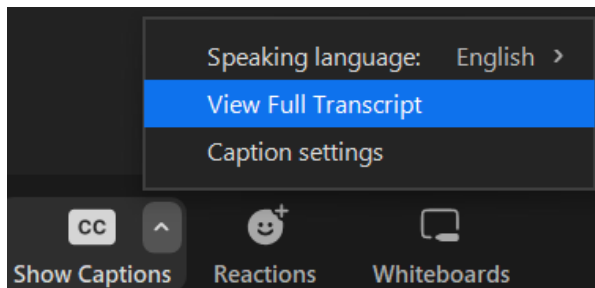
- This action enables in-meeting captioning

2. Click the upward arrow character and select **Speaking language** to select your caption/transcript language

3. Click the upward arrow character and select **Full Transcript**

- This action enables the full transcript in the in-meeting side panel

Note: To disable auto-transcription, click the **Hide Captions** button

For additional support; contact your departmental IT support group, ithelp.ucsb.edu or call (805) 893-5000 (x5000).