**Closed Captioning and Transcription on Zoom**

How to enable live transcription in Zoom and save as a text file:

* Turn on **Live Transcription** from the **More menu**; bottom choice on the pop-up window
* Choose **“View Full Transcript”**
* Participants can turn off on-screen subtitles on their personal Zoom screen if they are distracting

After the event concludes:

* Choose **“Save Transcript”** from the bottom of the **Full Transcript** window