



How to turn on closed captioning on Zoom or Teams:

## Teams

Teams has built-in closed captioning you can turn on from the meeting controls.

- To use live captions in a meeting, go to your meeting controls at the top of the screen and select **More actions** \*\*\* > **Language and speech**  > **Show live captions** .

## Zoom

To enable automated captioning for meetings or webinars you host:

1. Sign in to the Zoom web portal.
2. In the navigation menu, click **Settings**.
3. Click the **Meeting** tab.
4. Under **In Meeting (Advanced)**, click the **Automated captions** toggle to enable or disable it.
5. If a verification dialog appears, click **Enable** or **Disable** to verify the change.

**Note:** If the option is grayed out, it has been locked at either the group or account level. You need to contact your Zoom admin.