

# Zoom: Hosts – Enabling Live Transcription

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*Zoom Live Transcription feature is available to use by meeting hosts.*

*Zoom’s Live Transcription feature automatically transcribes the audio and speech from a Zoom meeting or webinar to text for participants to view during the session.*

*This feature is enabled by the host once the meeting or webinar begins via the “Live Transcript” – “Enable-Auto Transcription” within Zoom meeting controls.*

*Then, Participants will still need to select the “Live Transcript” button on their Zoom meeting controls and select if they want to view subtitles and/or live transcript. Otherwise, participants will not see the transcription/closed captions. Instructions for Meeting Participants on how to view live transcription are [available here](#).*

## **Requirements for Zoom host running meeting**

If using Zoom desktop client: Windows, macOS: Zoom version 5.0.2 or higher

If using Zoom mobile app: Android and iOS: Zoom version 5.0.2 or higher

[How to update Zoom](#)

## **Disclaimers:**

- Zoom Live Transcription is AI (machine)-generated. The accuracy of Zoom’s live transcription feature depends on many variables, such as but not limited to:

Background noise

Volume and clarity of the speaker’s voice

Speaker's proficiency with the English language

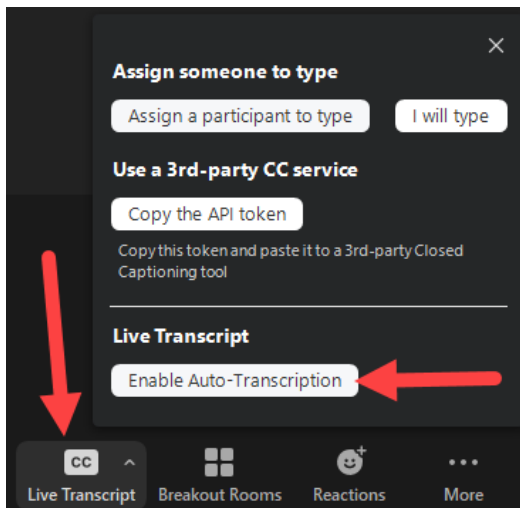
Lexicons and dialects specific to geography or community

Because of these limitations, if you are required to use speech-to-text support for any compliance needs in your meetings and webinars, we recommend using a [manual captioner](#) who may be able to guarantee a specific accuracy.

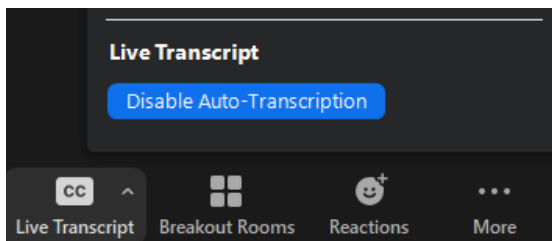
- At this time, Live Transcription is not available for Breakout Rooms

## Enable Live Transcription for your meeting

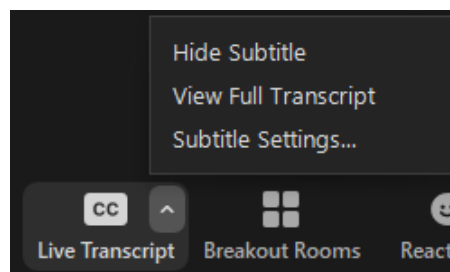
1. Select “Live Transcript” in your Zoom meeting controls. (On mobile, select “More”)
2. When the Live Transcription menu opens, select “Enable Auto-Transcription”.



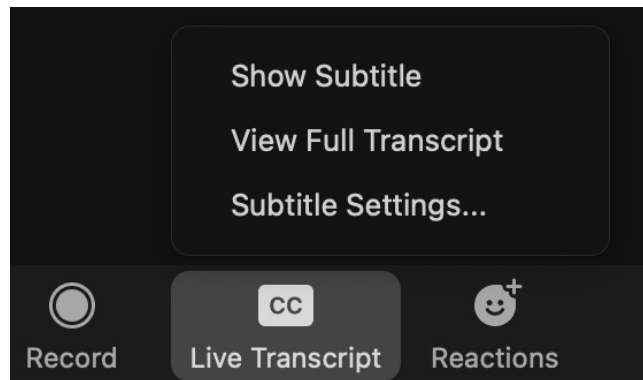
3. To turn off Live Transcription, select “Disable Auto-Transcription”.



4. With the Auto-Transcription enabled and running, you will see transcripts displayed as subtitles
  - a. To disable the subtitles, select the caret symbol (^) above Live Transcript and select Hide Subtitle
  - b. To adjust your subtitle settings, select the caret symbol (^) above Live Transcript and select Subtitle Settings
  - c. To view the full transcript, select the caret symbol (^) above Live Transcript and select View Full Transcript



5. Then, Participants will still need to select the “Live Transcript” button on their Zoom meeting controls and select if they want to view subtitles and/or live transcript. Otherwise, participants will not see the transcription/closed captions. Instructions for Meeting Participants on how to view live transcription is [available here](#).



### Additional Information

To save a copy of the transcript without recording the session, you will need to enable the “Save Captions” setting (this will allow participants to save the transcript as well). To enable the “Save Captions” setting, as a meeting host before starting your meeting, goto <https://villanova.zoom.us>, Account Settings -> In Meeting (Advanced), enable “Save Captions”.

Select “Save Transcript” at the bottom of the transcript window.

Note: If you record your meeting to the Zoom Cloud, as has been the case, transcripts are automatically generated and available to viewers once the recording finishes processing.

If you are recording the meeting to your computer, subtitles will not be included. To generate a transcript of your meeting, please enable the "Save Captions" setting in your Zoom account and then select "Save Transcript" at the bottom of the transcript window

### Zoom Support

Please contact UNIT if you have any questions.

- Phone: (610) 519-7777
- Email: [support@villanova.edu](mailto:support@villanova.edu)