

# UMassAmherst Student Affairs Technology Services

## Zoom Live Transcripts (Auto-Transcription)

UMass Zoom account holders have a new tool available to them when hosting meetings in Zoom to create automated transcripts for meetings. The option must be enabled in each user's Zoom settings before it can be used.

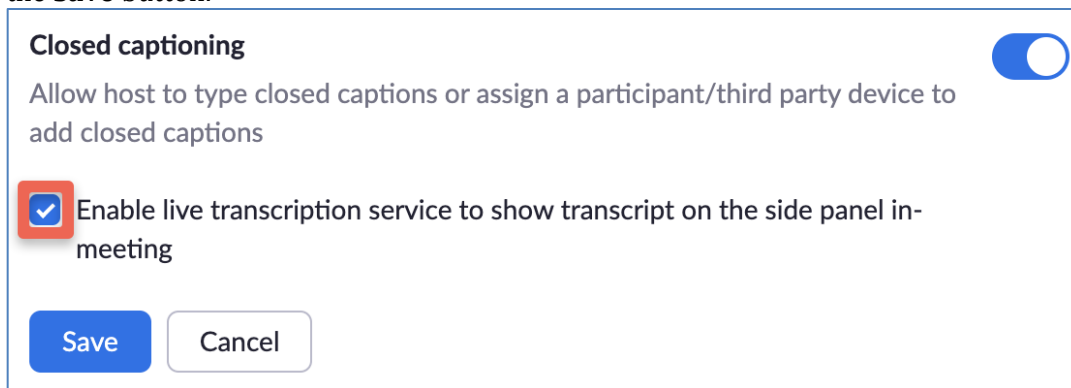
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### Enable Live Transcription Service (Auto-Transcription)

In order to use live transcription in Zoom, the tool must first be turned on in your Zoom settings.

1. Navigate to the [In Meeting \(Advanced\)](#) section of your [Zoom settings](#) page on the web.
2. Check the option to “**Enable live transcription service...**” under the “**Closed captioning**” setting and click the **Save** button.



The screenshot shows the 'Closed captioning' settings in Zoom. At the top, there is a toggle switch that is turned on. Below it, the text reads: 'Allow host to type closed captions or assign a participant/third party device to add closed captions'. Underneath, there is a checkbox labeled 'Enable live transcription service to show transcript on the side panel in-meeting', which is checked. At the bottom, there are two buttons: 'Save' and 'Cancel'.

### Use Live Transcription (Auto-Transcription)

Once the live transcription service has been enabled in your Zoom settings, you will see a new “Live Transcript” button available during Zoom meetings **where you are a host**.

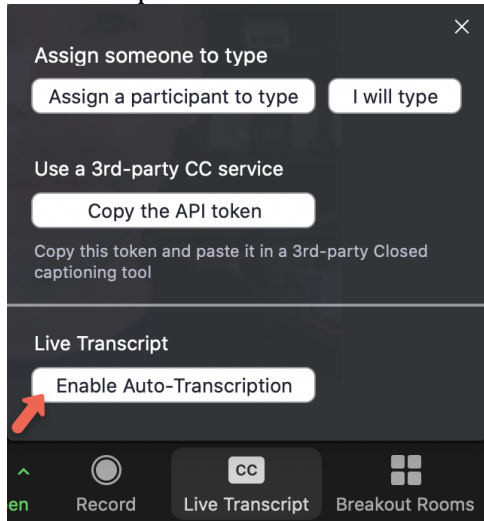
1. Click the **Live Transcript** toolbar button in your Zoom meeting toolbar.



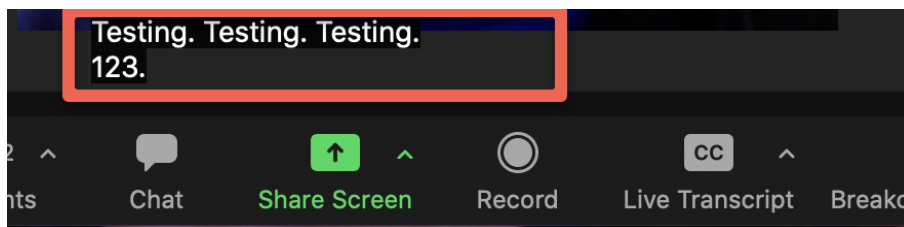
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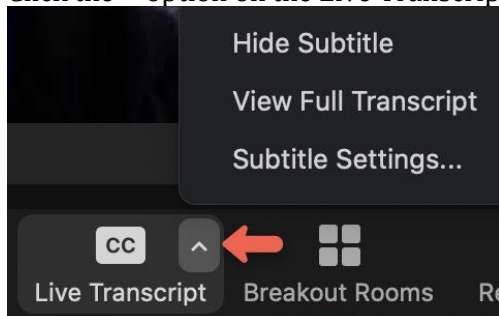
2. Click the option to “**Enable Auto-Transcription**” in the pop-up window.




Once enabled, all meeting attendees will see the Live Transcript button appear in their Zoom toolbars and will see automated transcripts appear at the bottom of the meeting screen. There is no need for attendees to turn on closed captioning in their own settings.



3. Click the ^ option on the Live Transcript button to:



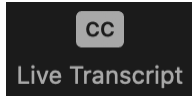
- a. **Hide subtitles**  
(Available for each meeting attendee.)
- b. **View a Full Transcript**  
(Available for each meeting attendee. Opens a side panel showing all captions created during this meeting along with accompanying time stamps.)  
Meeting **hosts can also Save Transcripts** in the Transcript side panel.  

- c. **Adjust Subtitle Settings**  
(**Accessible by Meeting Hosts Only.** Adjust captioning font size in the meeting host's view along with other Accessibility settings in the Zoom settings window.)

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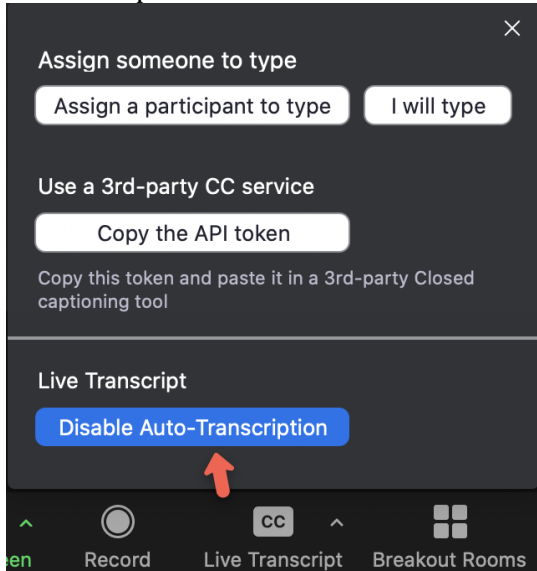
## Disable (Turn Off) Live Transcription

Only the meeting Host(s) can turn Live Transcripts on and off.

1. Click the **Live Transcript** toolbar button in your Zoom meeting toolbar.



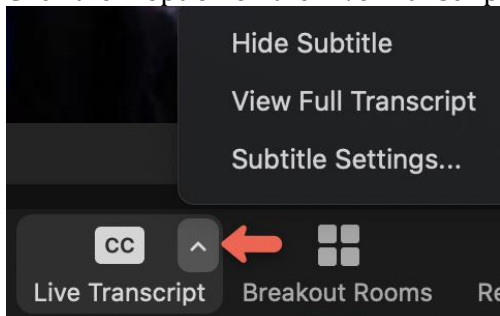
2. Click the option to “**Disable Auto-Transcription**”.



## Save Live Transcripts

Live Transcripts in Zoom will not be automatically saved. **Only Meeting Hosts using the downloaded (non web browser) version of the Zoom software will have the option to save Live Transcripts.**

1. Click the ^ option on the Live Transcript button and select “**View Full Transcript**”.



2. Click the “**Save Transcript**” button at the bottom of the **Transcript side panel**.



3. Click the link to “**Show in Folder**” at the bottom of the **Transcript side panel** to locate the transcript.


**Note:** the transcript will be saved locally on your workstation and the location may vary depending on your

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settings. If the “**Show in Folder**” link disappears before you can click it, just click the “**Save Transcript**” button again to view.

Transcript

Search transcript

 Scott Campbell

11:24:29  
Testing.

Closed Caption history saved  [Show in Folder](#)

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