**Closed Captioning in Zoom**

**HOST:**

* When the Host starts the Zoom, verify that Closed Captioning is enabled. If Closed Captioning is not on the tool bar, click the “…More” button



* Click “Captions”



* “Enable Captions” (if not already enabled)



**Zoom Attendee:**

* For a Zoom attendee to view Closed Captioning, they can click “Captions” in the toolbar, or “…More” if the “Captions” button is not in the toolbar.
* The attendee can click “Captions” > “Show Captions”



* The attendee will then select what language they want to see the Closed Captioning in and click “Save” the Closed Captioning will then be viewable to the attendee

