

## Automated Captions in Zoom - FAQ

Giovanna Roz Gastaldi - 2024-01-22 - Comments (0) - Zoom Recording & Transcription

# Automated Captions in Zoom - FAQ

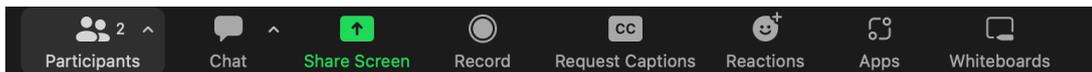
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How to Enable / Disable Automated Captions in Your Zoom Meeting:

### A. How do I Request Captions for a Zoom Meeting I'm Attending?

1. Locate and click on the "Request Captions" button at the bottom of your Zoom meeting.



2. After clicking on the "Request Captions" button, click on "Send" in the popup window.

### Send a request to the host to enable captions

If your request is approved, captions will immediately start for you.



3. If your request is approved by Host / Co-Host, the captions will appear at the bottom of

your Zoom screen. You will be able to size and select colors for your captions by accessing your Zoom Desktop Client Accessibility Settings.

## B. How do I Enable Zoom Captions for my Meeting?

You may receive a prompt from Zoom titled “ A participant has requested captions for this meeting”; click “Enable” if you would like captions to be available.

### A participant has requested captions for this meeting

Enable captions for all participants

Captions will appear in this language for everyone.

English

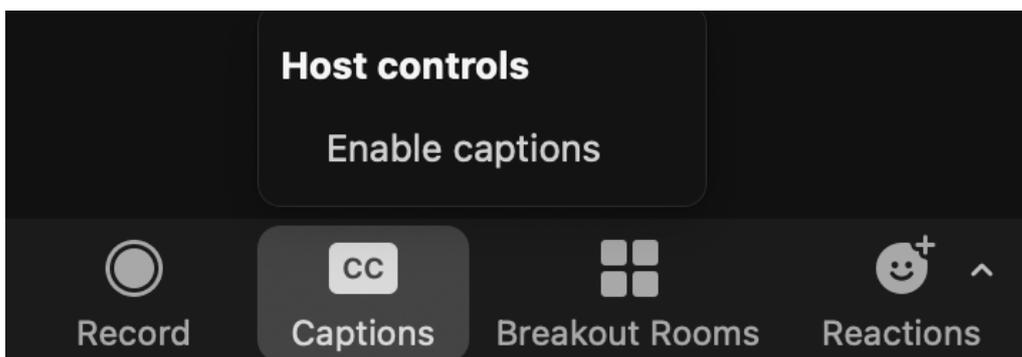
Decline

Enable

1. If you would like to enable captions before receiving a request from one of the participants, locate and click on the “Captions” button at the bottom of your Zoom meeting.



2. Under “Host Controls, click “Enable captions”.

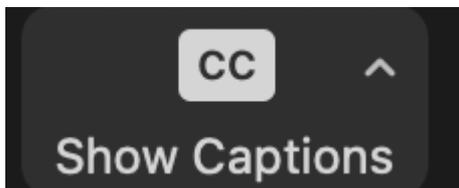


### C. How do I Disable Zoom Captions for my Meeting?

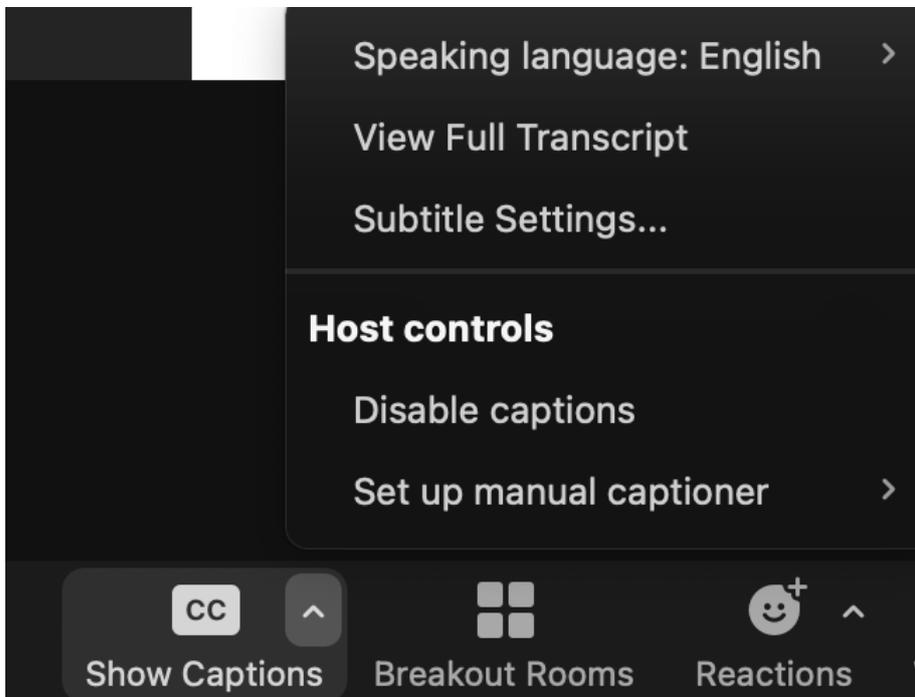
1. Locate the “Show Captions” button at the bottom of your Zoom meeting.



2. Click the caret to the right of the button.



3. Under “Host Controls”, click on “Disable captions”.

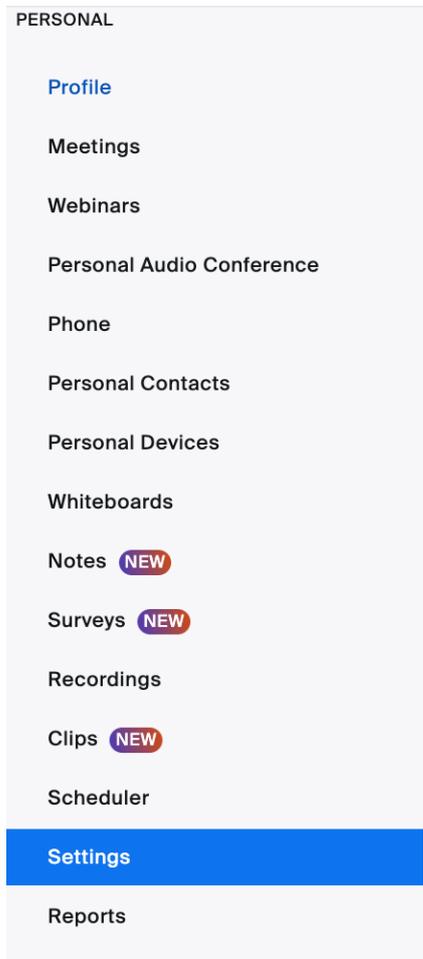


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How to Disable / Modify Automated Captions Settings in Your **Zoom Account**:

## A. How do I Disable Automated Captions in my Zoom Account?

1. Login at [brown.zoom.us](https://brown.zoom.us).
2. In the left column, scroll down and click on "Settings".



3. Find the "Search Settings" box at the top of the page and search for "Automated Captions".



4. Use the switch to the right of the setting to turn "Automated captions" off.

Meeting > In Meeting (Advanced)

**Automated captions**

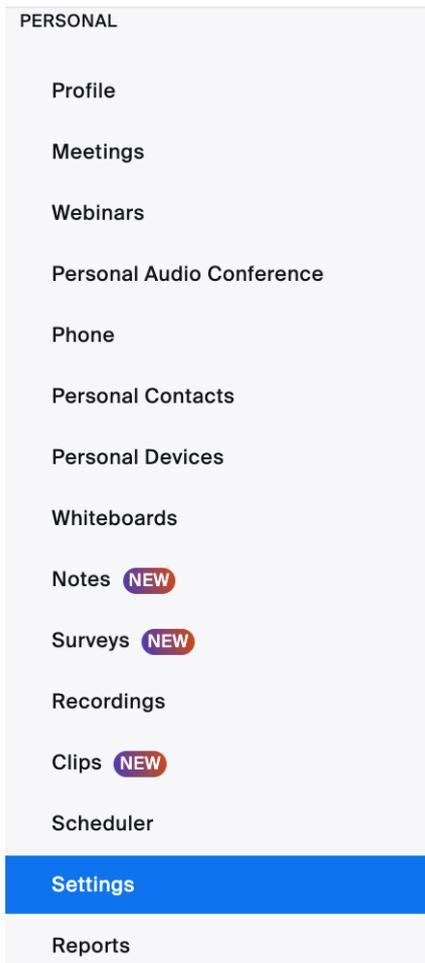


Allow users to enable **automated captions** in these languages in meetings and webinars.

By making this change to your personal settings all Zoom meetings you are hosting will not have the option for automated captions. If you desire to disable automated captions just for certain meetings, please see the instructions in the FAQ above.

## **B. How do I Modify Automated Captions settings in my Zoom Account?**

1. Login at [brown.zoom.us](https://brown.zoom.us).
2. In the left column, scroll down and click on "Settings".



3. Find the “Search Settings” box at the top of the page and search for “Automated Captions”.



4. In case you want to make automated captions accessible to everyone and without your approval, uncheck the box below the list of languages called “Allow only the following users to enable captions for the meeting or webinar”.

## Meeting > In Meeting (Advanced)

### Automated captions



Allow users to enable **automated captions** in these languages in meetings and webinars.

Arabic Beta, Chinese (Simplified) Beta, Chinese (Traditional) Beta, Czech Beta, Danish Beta, Dutch, English, Estonian Beta, Finnish Beta, French (Canada) Beta, French (France) Beta, German, Hindi Beta, Hungarian Beta, Indonesian Beta, Italian, Japanese Beta, Korean Beta, Malay Beta, Persian Beta, Polish Beta, Portuguese Beta, Romanian Beta, Russian, Spanish, Swedish Beta, Tagalog Beta, Telugu Beta, Turkish Beta, Ukrainian, Vietnamese 

Allow only the following users to enable captions for the meeting or webinar



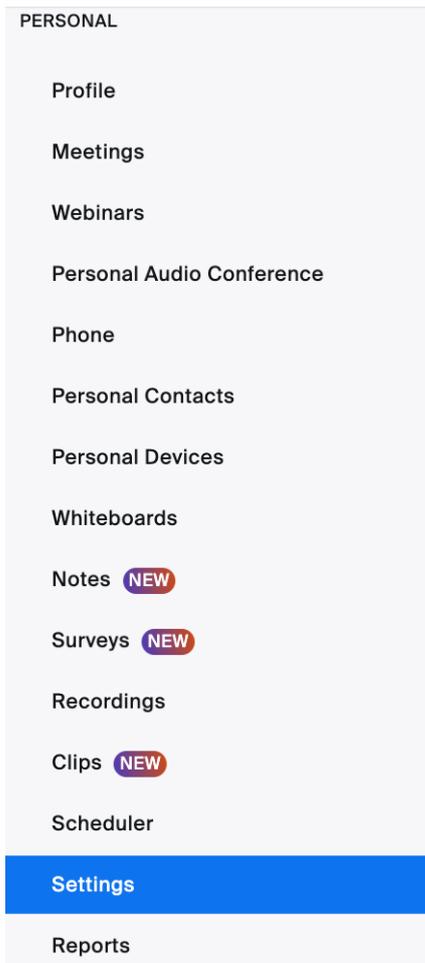
5. Confirm any changes by clicking on "Save".



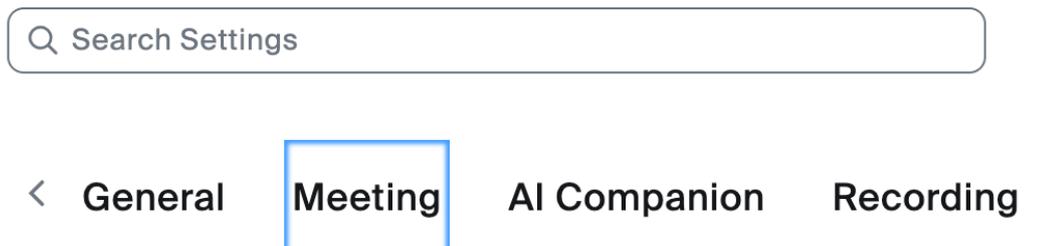
How to Enable / Disable Transcript Saving in Your **Zoom Account**:

### A. How do I Restrict Transcript Saving in my Zoom Account?

1. Login at [brown.zoom.us](https://brown.zoom.us).
2. In the left column, scroll down and click on "Settings".



3. Find the “Search Settings” box at the top of the page and search for “Save Captions”.



4. Check the box below “Save Captions” that says “Allow only the following users to save captions from the meeting”.

- Select either “Host”, “Host + Co-Host”, “All Participants who are not guests (external participants)”, or “All Participants with the following IP address” depending on personal preference.

Allow only the following users to save captions from the meeting



- Host       Host + Co-host
- All Participants who are not guests (external participants)
- All Participants with the following IP address

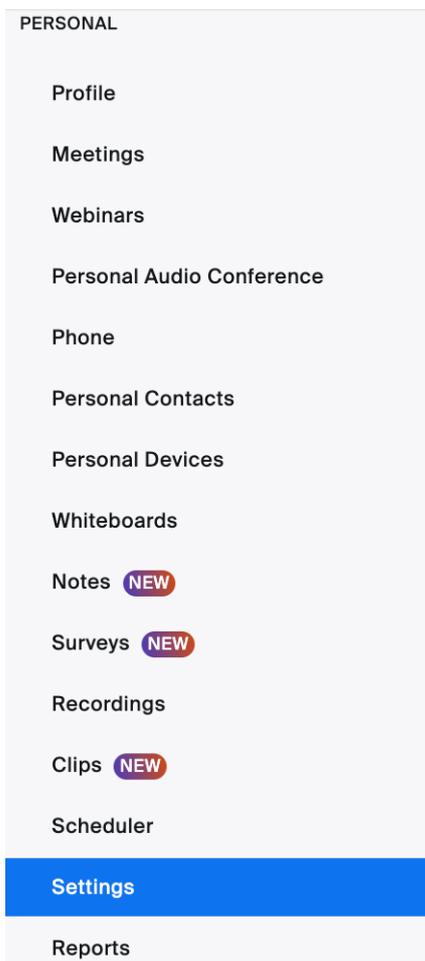
Save

Cancel

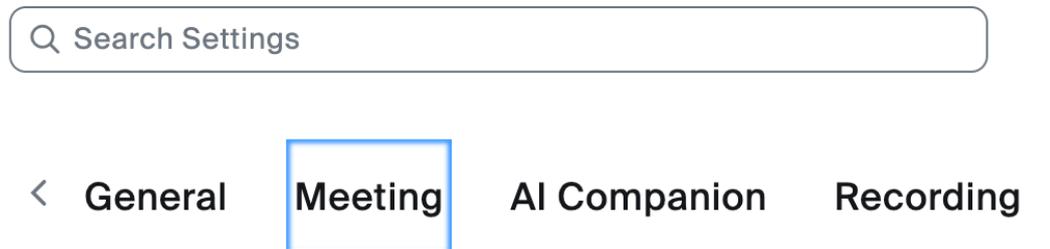
5. Confirm any changes by clicking on “Save”.

## B. How do I Disable Transcript Saving in my Zoom Account?

1. Login at [brown.zoom.us](https://brown.zoom.us).
2. In the left column, scroll down and click on “Settings”.



3. Find the "Search Settings" box at the top of the page and search for "Save Captions".



4. Use the switch to the right of the setting to turn Save Captions off.

Meeting > In Meeting (Advanced)

**Save Captions**



Allow participants to save fully closed captions or transcripts