

## NOTES FOR CLOSED CAPTION IN ZOOM

- Zoom offers the option to present closed captioning during meetings. The content is usually generated by the host. As the participant you should either just see the closed captioning or be prompted that it is available, depending on what kind of device you are on. I did some tests and here are the results:
  - For iPad: The closed captioning just appeared (was enabled by default). Could not change font size.
  - For iPhone: Results were similar to the iPad. A closed caption button shows at the bottom of the page. When clicked it gives options to 'show subtitle' or 'show whole transcript.'
  - For iMac: A prompt appears (when the host starts presenting content) which says that closed captioning is available.
  - For PC: There is either a prompt indicating that closed captioning is available or you can hover (or click) the closed caption button at the bottom of the screen.
  - For Android (tablet): Similar to the iPad. The content just shows up.
  - For Android (phone): I did not test this, but I would suspect that it would be similar to the Android tablet.
- If you do not see a closed caption button at the bottom of the Zoom screen, or you are not able to see the closed caption content, you may need to sign into your Zoom account on the web and manually change this option in your settings.