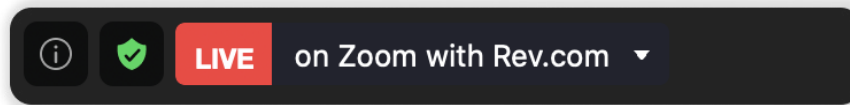


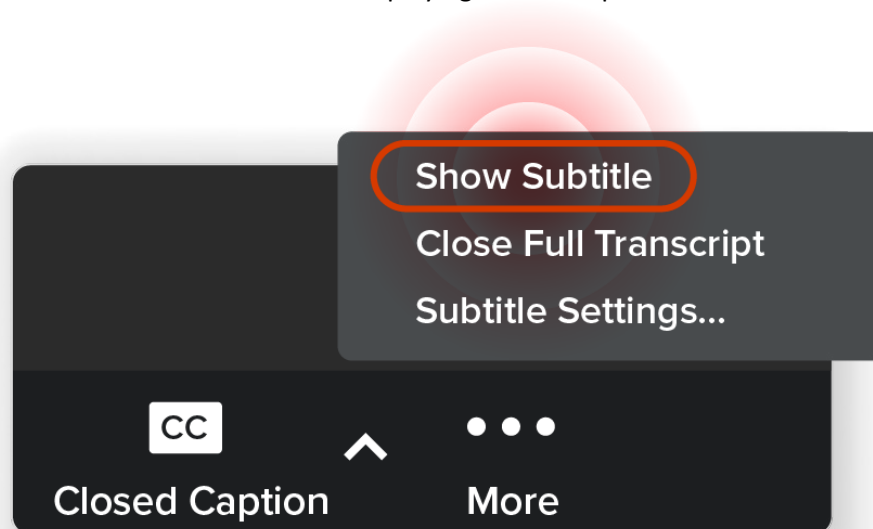


Zoom Webinars & Meetings | Using Closed Captioning - Hosts

1. Computer-generated, live captioning is active on all Diversity Symposium Zoom accounts. When you sign-in as the host of the session, either as a moderator or presenter, “Rev Live Captions” will automatically join the meeting soon after and all participants will see a red “Live” indicator in the upper left corner of the Zoom window.



2. Rev Live Captions will become available after a host joins the meeting. After all hosts leave the meeting, the live captions will stop and no longer be available.
3. Once the “Live” indicator is on in the top corner of the Zoom window, participants can begin to turn on captioning. Participants interested in seeing captions will need to do the following: In the bottom of the Zoom window, click the up arrow (^) next to the Closed Caption box and then click on “Show Subtitle” to start displaying the live captions in the Zoom meeting.



4. To change the font size or style, participants can click the “Subtitle Settings” area of the Closed Captioning options window (shown above). The changes each individual participant make will only be visible to them and will not impact other attendees’ Zoom settings.