

How to Turn On Captions and Translation in Zoom

Our meeting will have AI-powered live captions available in multiple languages. Please follow the steps below once you join the session:

■ On a Computer (Desktop App)

- Join the Zoom Webinar from the desktop app (not the web browser).
- On the meeting toolbar at the bottom, click **“CC / Show Captions”** (or **“Live Transcript”**). You’ll see text appear at the bottom of your screen.
- To change the language: Click the small arrow (^) next to the Captions button → toggle the **“Translation”** button to "on" and pick your preferred language.
- Captions will now display in your chosen language.

■ On a Phone or Tablet (Zoom Mobile App)

- Join the Zoom Webinar from the Zoom app.
- Tap the **More (...)** button on the toolbar.
- Select **Captions and Translations** (sometimes shown as **“Show Captions”**).
- Toggle the **“Translation”** button to "on" and pick your preferred language by selecting **"Select My Caption"**, choose your language, and click "Save" at the top.
- Captions will appear at the bottom of your screen in that language.

■■ Notes

- If you don’t see the Captions option, make sure your Zoom app is updated to the latest version.
- Captions are text-only; audio will remain in the original spoken language.
- You can switch caption languages at any time during the meeting.