## Sign‑In to Zoom　Meeting as Host

1. The host of the Zoom meeting will need to turn on the Live Transcription setting once the Zoom meeting begins.

2. In the host's menu, select "Live Transcription".

3. In the

6. Clicking "Subtitle Settings" will allow the host or participant to edit closed captioning settings including the font size (1) and chat display size (2). In the settings area, users can also customize alert settings for a screen reader (3).