MPK City Council Regular Meeting
How to view Closed Captions in Zoom

What is closed captioning?
Closed captioning is text displayed on a screen that shows spoken dialogue and important audio information in a video or live broadcast.

View captions during a meeting (desktop)

1. Sign in to the Zoom desktop app.
2. Join a meeting or webinar.
3. In the meeting controls toolbar, click the **Show captions** icon CC.
   Note: If you don't see **Show captions**, click the **More** icon ,(•••) then click **Show captions**.
   Captions will automatically appear above the meeting controls toolbar.
4. Hover over the captions and click the gear icon then click on the following option:
   Caption language: Change the spoken language of the meeting.

Set your caption language (desktop)

1. In the meeting controls toolbar, next to the **Show/Hide captions** icon CC, click the up arrow icon ^.
2. Click **Caption language**, then select a language.
3. On the pop-up, confirm the language you want to set as the caption language, then click **Save**. Zoom will transcribe captions in the chosen language for all participants.

View captions during a meeting (mobile)

1. Sign in to the Zoom mobile app.
2. Join a meeting or webinar.
3. In the meeting controls toolbar, tap the **More** icon •••.
4. Tap **Show CC** CC.
   Captions will appear above the meeting controls.

Set your caption language (mobile)

1. In the meeting controls toolbar, tap the **More** icon •••.
2. Tap **Settings**.
3. Tap **Captions and translations**.
4. Tap **Caption language**.
5. Tap the language you are speaking in, then tap **Save**.