Live Captioning for Zoom

If you need live captions for a Zoom meeting or webinar please follow these instructions.

1. Things to do as soon as possible
   a. The meeting host needs to create the Zoom meeting or webinar
   b. If you need Zoom training contact mps@csusm.edu
   c. Contact DSS to schedule with eCaptions or Automatic Sync as soon as you have the event date/time so a captioner can available

2. Create your meeting/webinar in Zoom
   a. Go to https://csusm.zoom.us/ click Login to host a meeting
   b. Click on meetings and create a meeting, if you need to do a webinar contact MPS
   c. Send the meeting link/invite to the captioner or DSS contact so the captioner has the link for the meeting
   d. Share any scripts, powerpoints, lists of speaker names with the captioner(s) for text accuracy during captioning

3. Things to do 1-2 days before the meeting
   a. Make sure the Zoom client on the host computer is up to date
   b. Do a camera and microphone test on the computer you will be using
   c. If there are any issues now is the time to troubleshoot not 5 minutes before the meeting/webinar

4. Things to do the day of the meeting
   a. Start the Zoom meeting 15-20 minutes before start time
   b. Test camera and microphone again
   c. 10-15 minutes before the meeting start time make sure the captioner is logged in and assigned captioning role
   d. The captioner needs a few minutes to setup the connection
   e. Have a great meeting.
5. Additional streamtext link that is included
   a. External Streamtext window
      i. The connection in Zoom now uses streamtext but size and color aren’t configurable in Zoom
      ii. A link to the Streamtext should be put in chat or the Q&A window

Assigning the captioner: