

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 be 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:

