

Microsoft Live Auto Captions

Can support automated captioning for any audio that comes through your computer speaker (videos, podcasts, etc.)

1. Turn on **Live captions** in the quick settings (to open quick settings, select the battery, network, or volume icon on the taskbar).
2. Turn on the **Live captions** toggle in the quick settings **Accessibility** flyout.
3. Press **Windows logo** key + **Ctrl + L**.
4. Select **Start > All apps > Accessibility > Live captions**.
5. Go to **Settings > Accessibility > Captions** and turn on the **Live captions** toggle.

Mac Live Auto Captions

Can support automated captioning for any audio that comes through your computer speaker (videos, podcasts, etc.)

1. On your Mac, choose Apple menu  > System Settings, click Accessibility  in the sidebar, then click Live Captions. (You may need to scroll down.)
2. Turn Live Captions on or off.

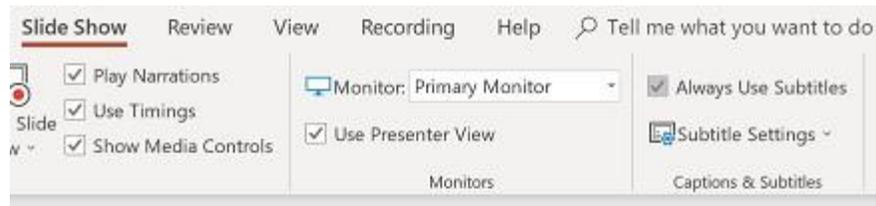
The Live Captions window appears on the screen, but is automatically hidden if no audio is detected. If you want the Live Captions window to always be visible on the screen, click  in the [menu bar](#), then choose Keep Onscreen.

Note: The first time you turn on Live Captions, language data is downloaded to your Mac. You must be connected to the internet.

PowerPoint Subtitles

Can add AI subtitles while you present.

1. On the **Slide Show** ribbon tab, select **Subtitle Settings**. Or, you can adjust the settings without leaving your presentation through the context menu, **Slide Show** or **Presenter View** menus > **Subtitle Settings > More Settings**.



Otter.AI

Can create a transcript and summary of spoken content. Free version available. If you need more minutes than the free version, you may need to consult with Tech Adoption. Can also use this on a phone or other devices, web based.

Zoom Automated Captioning

Captioning in Zoom allows participants to watch automated captioning or create transcripts of the conversation.

Account

To enable automated captioning for all users in the account:

1. Sign in to the Zoom web portal as an admin with the privilege to edit account settings.
2. In the navigation menu, click **Account Management** then **Account Settings**.
3. Click the **Meeting** tab.
4. Under **In Meeting (Advanced)**, click the **Automated captions** toggle to enable or disable it.
5. If a verification dialog appears, click **Enable** or **Disable** to verify the change.
6. (Optional) If you want to prevent users in the account from changing this setting, click the lock icon , and then click **Lock** to confirm the setting.
7. (Optional) Click the pencil icon  to select which languages you want to be available for captioning.
8. (Optional) Click the **Allow only the following users to enable captions for the meeting** checkbox, then choose to give caption enablement to the **Host** or **Host and Co-host**.
9. Click **Save** to confirm any changes.

Group

To enable automated captioning for a group of users:

1. Sign in to the Zoom web portal as an admin with the privilege to edit groups.
2. In the navigation menu, click **User Management** then **Groups**.
3. Click the applicable group name from the list.
4. Click the **Meeting** tab.
5. Under **In Meeting (Advanced)**, click the **Automated captions** toggle to enable or disable it.
6. If a verification dialog appears, click **Enable** or **Disable** to verify the change. **Note:** If the option is grayed out, it has been locked at the account level and needs to be changed at that level.
7. (Optional) If you want to prevent users in the group from changing this setting, click the lock icon  , and then click **Lock** to confirm the setting.
8. (Optional) Click the pencil icon  to select which languages you want to be available for captioning.
9. (Optional) Click the **Allow only the following users to enable captions for the meeting** checkbox, then choose to give caption enablement to the **Host** or **Host and Co-host**.
10. Click **Save** to confirm any changes.

User

To enable automated captioning for meetings or webinars you host:

1. Sign in to the Zoom web portal.
2. In the navigation menu, click **Settings**.
3. Click the **Meeting** tab.
4. Under **In Meeting (Advanced)**, click the **Automated captions** toggle to enable or disable it.
5. If a verification dialog appears, click **Enable** or **Disable** to verify the change. **Note:** If the option is grayed out, it has been locked at either the group or account level. You need to contact your Zoom admin.
6. (Optional) Click the pencil icon  to select which languages you want to be available for captioning.

7. (Optional) Click the **Allow only the following users to enable captions for the meeting** checkbox, then choose to give caption enablement to the **Host** or **Host and Co-host**.
8. Click **Save** to confirm any changes.

Restream

Create AI generated transcripts for videos. You can then edit them and embed them (or do whatever is helpful) to ensure videos have captioning.