

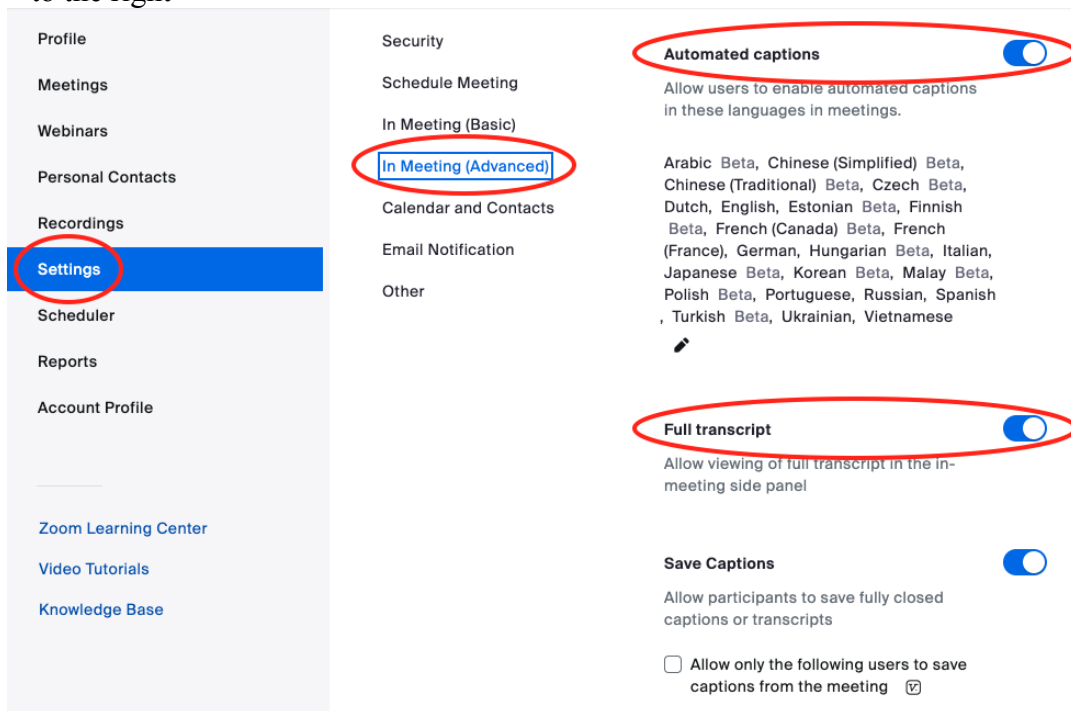
LDEO DEIA Committee Zoom Setting Recommendations

The LDEO DEIA Committee encourages the use of live transcription during Zoom meetings. Live transcription allows participants to read spoken conversation as real-time captions and/or as a full transcript. Transcriptions increase accessibility for participants and are recommended for all virtual and hybrid meetings.

Live transcription is accomplished with a simple two-step process including a one-time change in your Zoom account settings, and actively turning transcription on during each meeting. Please note that Zoom does not offer the capability to automatically enable live transcription, you must turn it on during each meeting.

Step 1: Enable Live Transcription in Your Zoom Account Settings **[DO THIS ONCE]:**

- In your web browser, go to: <https://columbiauniversity.zoom.us/>
- Log into Zoom using your Columbia University uni and password
- Select “Settings” from the menu on the left-hand side
- Scroll down to the “In Meeting (Advanced)” section
- Enable “Automated captions” and “Full transcript” by turning on the blue toggle switches to the right



Step 2: Turn on Live Transcription for a Zoom Meeting **[DO THIS FOR EACH MEETING]**

- Begin the meeting
- Turn on closed captioning using the menu at the bottom of the Zoom screen

