Starting closed captioning in a meeting

1. In a Zoom meeting or webinar that you are hosting, click **Closed Caption**.

2. **Click one of these options:**

   - **Assign a participant to type**: Opens the participants window. Hover over the participant’s name and click **More** then **Assign to Type Closed Caption**.
- **I will type**: Opens the closed captioning window for you to manually type closed captions.

  ![Closed Caption Window](Image)

- **Copy the API token**: Copy the URL that you can provide to a third-party closed captioning service to integrate the service with your meeting.
Entering closed captions as a participant

Using closed captioning in breakout rooms

If you're the meeting host, we recommend using a third-party closed captioning service if you want closed captions in breakout rooms.

If you want to a participant to type closed captions, make sure you assign them permission to type closed caption before starting the breakout room sessions:

![Image of meeting controls]

**Note:** You can only assign one participant to type closed caption, meaning only one breakout room will have closed captions after you start the breakout room sessions.

After you start breakout room sessions, participants can click **Closed Caption** in the meeting controls to view closed captions.