

## **How to apply closed captioning to your video conferences**

### **Using Zoom**

Closed captioning allows the host or a meeting attendee, assigned by the host, to add closed captioning in a meeting. In a webinar, closed captioning can be typed by the host, co-host, or a panelist assigned by the host.

[Video tutorial and tips for utilizing closed captioning with Zoom](#)

### **Using GoToMeeting**

GoToMeeting is a real-time video conferencing tool that lets you share your screen with colleagues remotely. GoToWebinar is a similar product designed specifically for webinars and virtual conferences. This article provides step by step instructions on how to add captions to a GoToMeeting video recording.

[How to enable closed captioning using GoToMeeting](#)

### **Using Skype**

Live captions & subtitles in Skype let you read the words that are spoken during an audio or video call. Live captions & subtitles are available in Skype on Android (6.0+), Android tablet, iPhone, iPad, Windows, Mac, Linux, Web, and Skype for Windows 10 (version 14). \*Note: When subtitles are enabled, touch tone will not work.

To turn live captions & subtitles on in Skype:

During an audio or video call, select the more + button.

1. Select Turn subtitles on.

To enable live captions and subtitles as a default for all Skype calls

1. Select your profile picture.
2. Select Settings.
3. Select Calling.
4. Select Call subtitles.
5. Toggle on Show subtitles for all voice and video calls. Toggle Only Show subtitles for other participants if you only want to see subtitles for other participants and not for yourself.

[Above information was compiled from this Skype assistance page](#)

## **Using Meet by Google Hangouts**

With Google meeting room hardware, you can make it easier to follow what's being said in a meeting by turning on captions, which shows the text of the conversation.

Note: If you record a video meeting, captions are not recorded and don't appear when you play the recording. \* Currently available only in English

### **On Hangouts Meet hardware**

1. On the top right of the touchscreen, tap Settings .
2. Select Accessibility.
3. Next to Live captions, tap Turn On or Turn off .

\*Note: If you record a video meeting, captions are not recorded and don't appear when you play the recording

[Additional options and information can be found on this google help page](#)

## **Using Facebook live**

Closed captions help make video content accessible to everyone in the Facebook community. Facebook now enables publishers to add closed captions to their Facebook Live broadcasts using the CEA-608 closed captions standard. Captions using this standard can now be ingested into Facebook Live broadcasts through the Facebook Live API.

[How to enable closed captioning on Facebook live](#)

## **Using Microsoft teams**

Live event attendees can view live captions and subtitles in up to six languages in addition to the language being spoken. Event organizers can select the languages from a list of over 50.

[How to enable closed captioning on Microsoft teams](#)

### **Using Cisco Webex**

Closed captioning allows the host or a designated attendee to type closed captioning in a meeting.

To view steps:

[How to enable closed captioning using Cisco Webex](#)

Note: To reach captioning steps, scroll down past note taking assistance, to the three sections related to enabling closed captions

### **Using Duo**

Closed Captioning is not currently available during live calls with Duo. Instead, it will be available for the voicemail feature only, for the time being.