

Enable Audio Transcript Feature

To enable the audio transcript feature for your own use:

1. Sign into the Zoom web portal.
2. In the navigation menu, click Settings.
3. Navigate to the Cloud recording option on the Recording tab and verify that the setting is enabled.

Notes:

- If the setting is disabled, click the Status toggle to enable it. If a verification dialog displays, choose Turn On to verify the change.
 - If the option is grayed out, it has been locked at either the Group or Account level, and you will need to contact your Zoom administrator.
4. In the Advanced cloud recording settings, click the Audio transcript checkbox to enable it, then click Save to confirm the change.

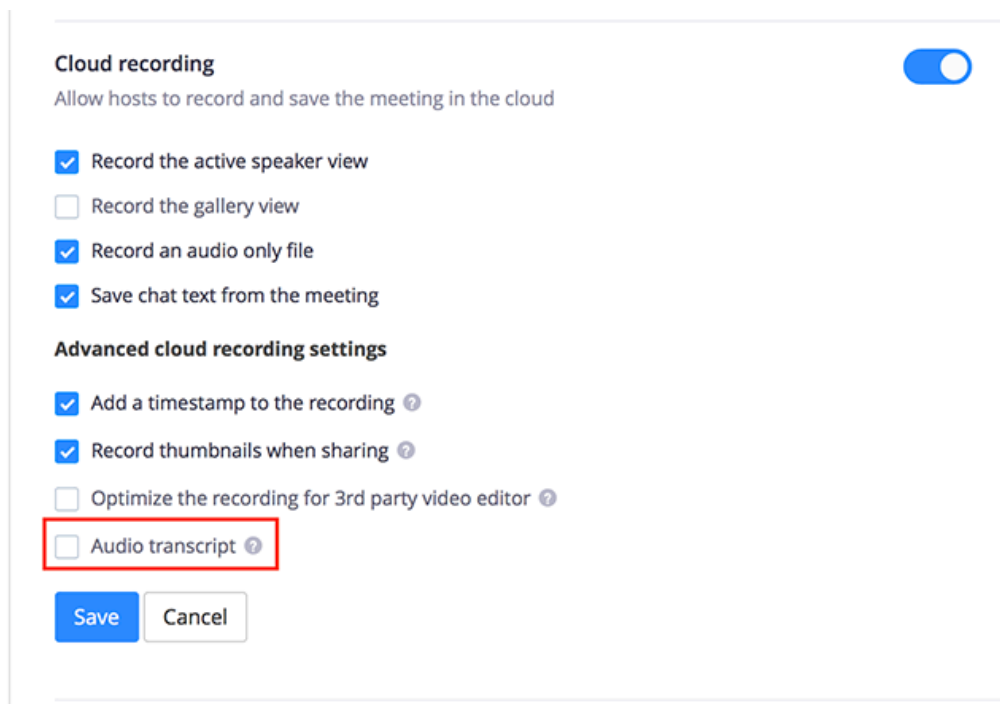


Figure 1.

Generating a Transcript

1. Start a meeting or webinar.
2. Click the Record button and choose Record to the Cloud.

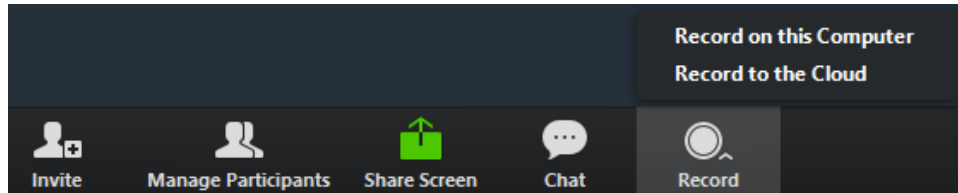


Figure 2.

3. After the meeting ends, you will receive an email that lets you know that your cloud recording is available. A short time later, you also receive a separate email letting you know that the audio transcript for the recording is available. These emails include links to view your recordings and transcript.

Also see Zoom Documentation

<https://support.zoom.us/hc/en-us/articles/115004794983-Automatically-Transcribe-Cloud-Recordings->