

Instructions to enable Zoom real-time translation captions into another language

If the speaker is presenting in another language and you want the captions to be generated into your language, Zoom can translate the captions into your preferred language. This is done in real-time during the meeting and must be set by each individual participant.

Once you have joined the Zoom meeting:

1. Next to the **Show Captions** button (*on the bottom bar*) click on the up-caret button **^**
2. Under **Captions and translation**, enable **Translation** (*click on the button on the right, it will change colour*), and the language you want the captions translated to
3. Next to the **Show Captions** button, click the up-caret button **^**. Under **Captions and translation**, select **My caption language** to see more available languages
4. Once a different language is chosen, the captions will be generated and translated into that language for you. Other participants can choose a language for their captions independently of your chosen language