CLOSED CAPTIONING IN WEBEX MEETINGS

In Webex Meetings, you can show automated closed captions during a meeting by enabling Webex Assistant.

Webex Assistant is an interactive virtual meeting assistant that makes meetings more productive and allows you to use closed captions during your sessions. Closed captioning makes the meeting more accessible to different types of participants in the meeting.

ENABLING CLOSED CAPTIONING

Follow the steps below to turn on the closed captioning in your meeting.

1. Once you have started your meeting, hover your mouse pointer over the Webex Assistant icon

located at the left side of the screen 🥮), and then click **Turn on Webex Assistant**.

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2. Click the closed caption button

to enable automated closed captioning.



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3. Once the **Closed captions** is enabled in the meeting, the participants' microphones will capture everything that they say, and their sentences will be added as captioning in the meeting.





- 4. The host or instructor can also disable closed captioning:
 - Click on the closed caption button
 to turn it off, or
 - With the mouse pointer over the Webex Assistant icon ⁽²⁾, go and click on **Turn off Webex Assistant**.





Once closed captions are enabled in a meeting and it is recorded in the cloud, the captions will be part of the recording.

The Centre for the Advancement of Teaching and Learning



ENABLING CAPTIONS AT THE RIGHT PANE OF WEBEX

Once Webex Assistant is active, you can enable the captions pane at the right side of the meeting screen.

- 1. To enable the captions pane, do any of the following:
 - With the mouse pointer over the Webex Assistant icon ⁽²⁹⁾, go and click on **View captions** and highlights.



 Click the panel options (...) button at the right of the screen, and then click Captions & Highlights.

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2. The captions pane opens at the right side of the screen. The meeting attendees' spoken words are shown in the right pane, together with the names of the speakers.

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		Turn on recording and choose Record in cloud if you want a transcript to be available after the meeting. <u>Dismiss</u>
		ET Eric Ticzon (he/him) 1:29
		Does anybody have a question?
		ET eric test 1:45
		I do have a question.
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		The capital of Spain.
		ET Eric Ticzon (he/him) Highlight 2:16
		It is.
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If the meeting is recorded in the cloud, the captions become part of the recording.

SUPPORT FOR WEBEX MEETINGS

If you have questions or need help on Webex, please contact the IST Service Desk:

Information Services and Technology

123 Fletcher Argue

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