


# CLOSED CAPTIONING IN WEBEX MEETINGS

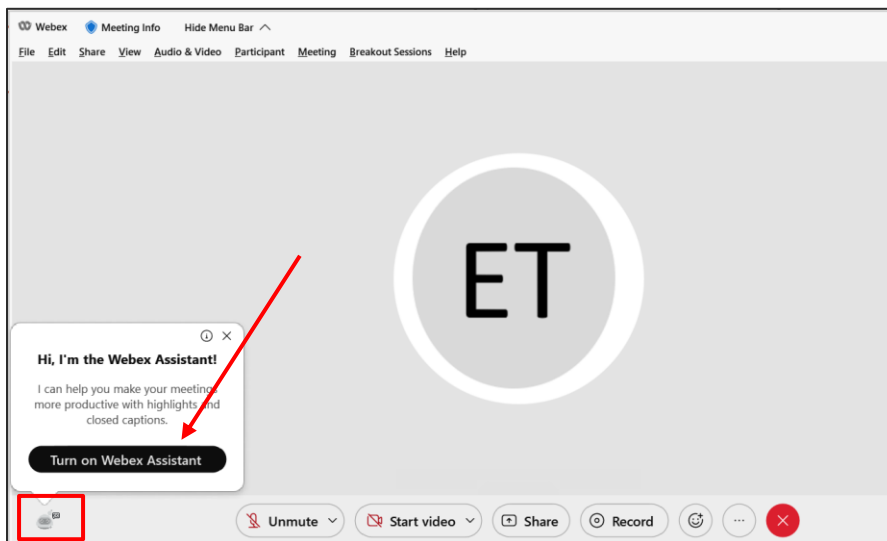
In Webex Meetings, you can show automated closed captions during a meeting by enabling Webex Assistant.

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.

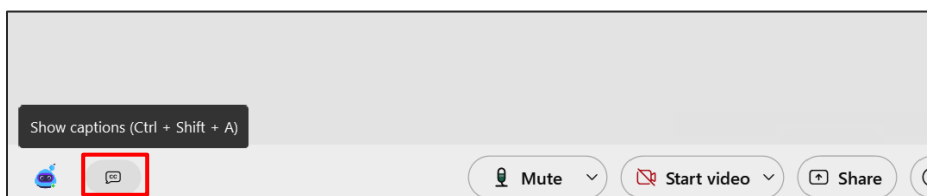
## ENABLING CLOSED CAPTIONING

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**.

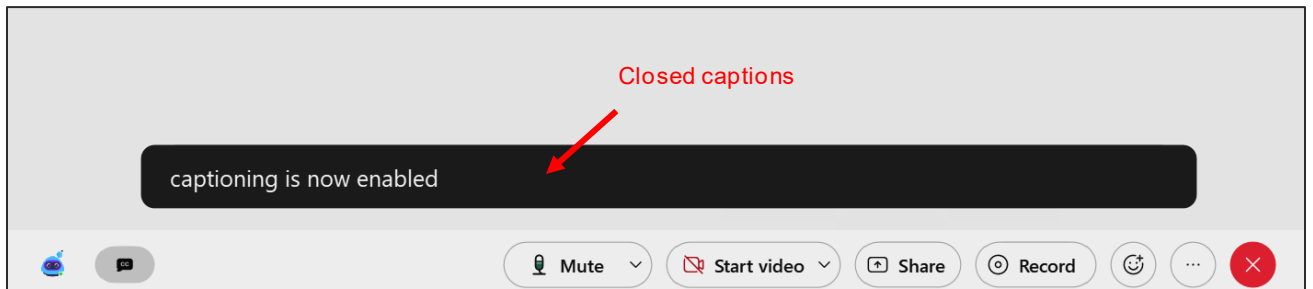



2. Click the closed caption button  to enable automated closed captioning.




2

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.





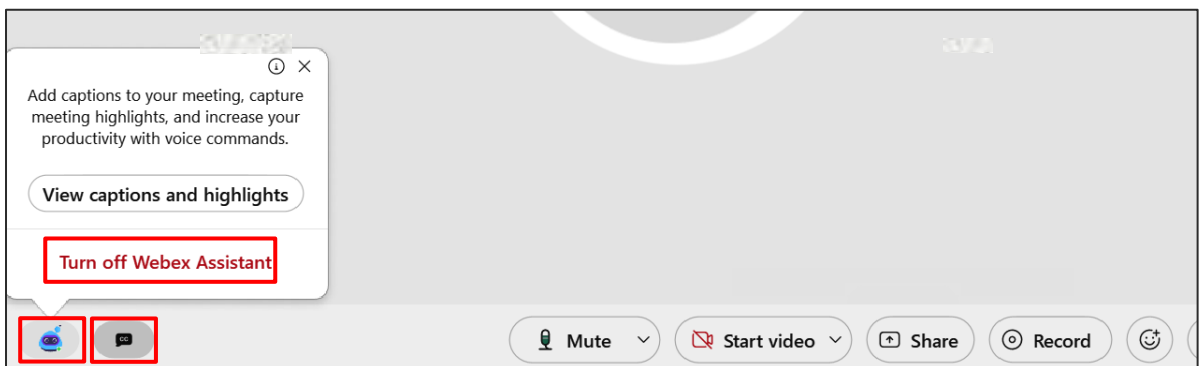
 Once closed captions are enabled by the host / instructor, participants can enable or disable closed captions in their own computers by clicking the closed caption button.




**Notes**

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 , 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.

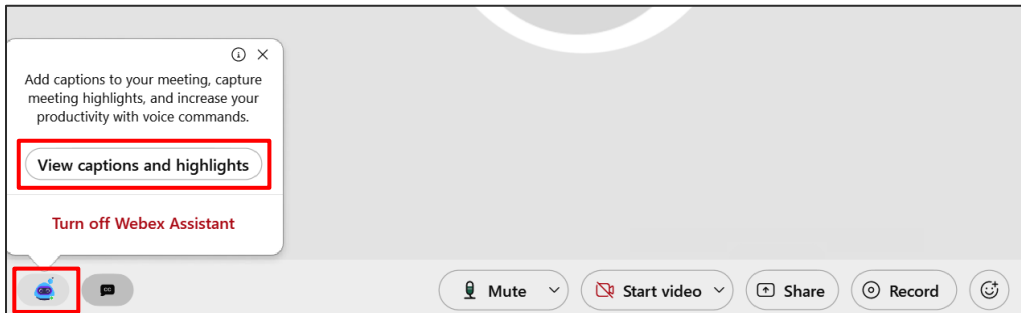
**Notes**

## ENABLING CAPTIONS AT THE RIGHT PANE OF WEBEX

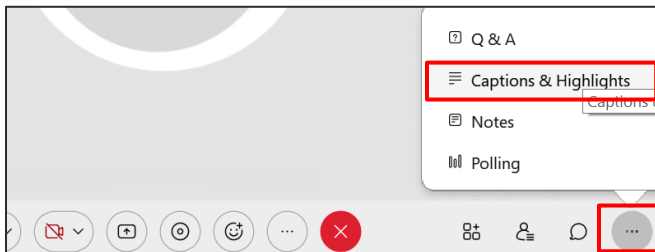
Once Webex Assistant is active, you can enable the captions pane at the right side of the meeting screen.

1. To enable the captions pane, do any of the following:

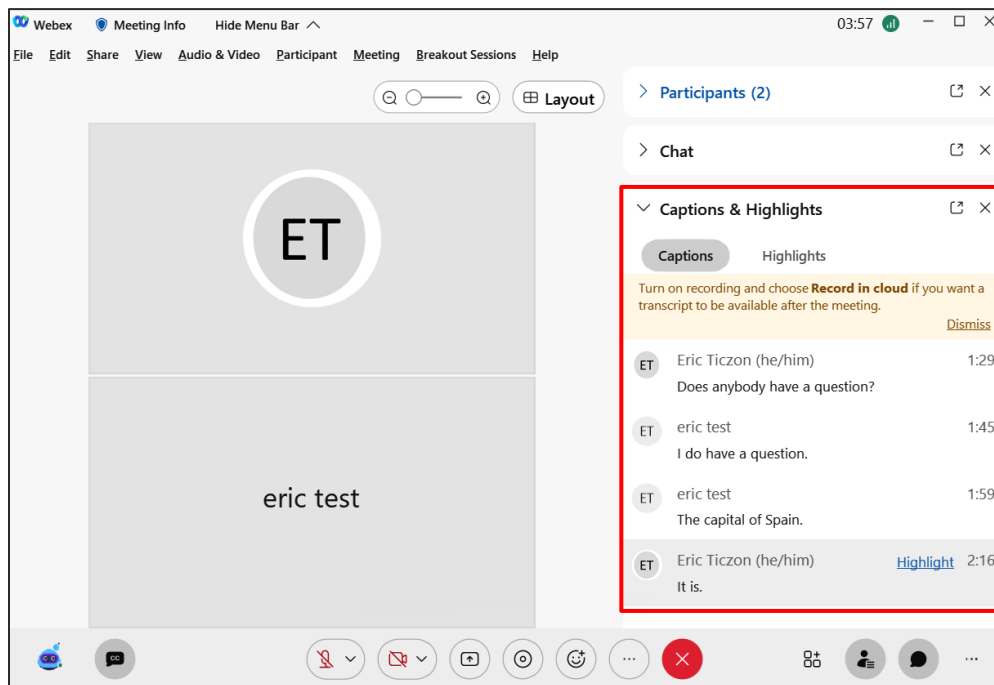
- With the mouse pointer over the Webex Assistant icon , go and click on **View captions and highlights**.



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



- 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.



Notes

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  
 University of Manitoba, Winnipeg, MB R3T 2N2 Canada  
 Office: 204-474-8600 Fax: 204-474-7515  
 Servicedesk@umanitoba.ca