

Together - Configure Zoom Settings Guide

1. Go to <https://zoom.us/profile/setting?tab=meeting>
2. Enable the following settings:
 - a. Breakout room - Meetings
 - b. Manual captions
 - c. Automated captions
 - d. Full transcript
 - e. Save Captions
 - f. Zoom Apps Quick Launch Button

The screenshot shows the Zoom Settings page for Meetings. The left sidebar contains navigation options under PERSONAL and ADMIN. The main content area is divided into sections: Breakout room - Meetings, Manual captions, Automated captions, Full transcript, and Save Captions. Each section has a title, a description, and a toggle switch on the right. The 'Breakout room - Meetings' section is expanded, showing several checked options. The 'Manual captions' section has two checked options. The 'Automated captions' section has a list of supported languages and a checkbox for user selection. The 'Full transcript' section has one checked option. The 'Save Captions' section has one unchecked option.

PERSONAL

- Home
- Profile
- Meetings
- Webinars
- Events & Sessions
- Phone
- Personal Contacts
- Personal Devices
- Whiteboards
- Notes
- Docs
- Tasks **NEW**
- Surveys
- Workflows **NEW**
- Recordings & Transcripts
- Clips
- Scheduler
- Settings**
- Data & Privacy
- Reports

ADMIN

- > Plans and Billing
- > User Management
- > Team Chat Management
- > Device Management

Breakout room - Meetings

Allow host to split meeting participants into separate, smaller rooms

- Assign participants to breakout rooms when scheduling
- Broadcast message to participants
- Broadcast voice to breakout rooms
- Allow host to view activity statuses of participants in breakout rooms (e.g. share screen, reactions)

Activity statuses will not be displayed for participants with earlier versions and for certain devices (e.g. phone, H.323, and SIP).

- Set default breakout room behaviors

[Edit Options](#)

Remote support

Allow meeting host to provide 1:1 remote support to another participant

Manual captions

Allow host to type closed captions or assign a participant/3rd-party service to add closed captions

- Allow host to type or assign a participant to type
- Allow use of caption API Token to integrate with 3rd-party Closed Captioning services

Automated captions

Allow users to enable automated captions in these languages in meetings and webinars.

Arabic, Cantonese, Chinese (Simplified), Chinese (Traditional), Czech, Danish, Dutch, English, Estonian, Finnish, French (Canada), French (France), German, Hebrew, Hindi, Hungarian, Indonesian, Italian, Japanese, Korean, Malay, Persian, Polish, Portuguese, Romanian, Russian, Spanish, Swedish, Tagalog, Tamil, Telugu, Thai, Turkish, Ukrainian, Vietnamese

- Allow only the following users to enable captions for the meeting or webinar

Full transcript

Allow viewing of full transcript in the in-meeting side panel

Save Captions

Allow participants to save fully closed captions or transcripts

- Allow only the following users to save captions from the meeting