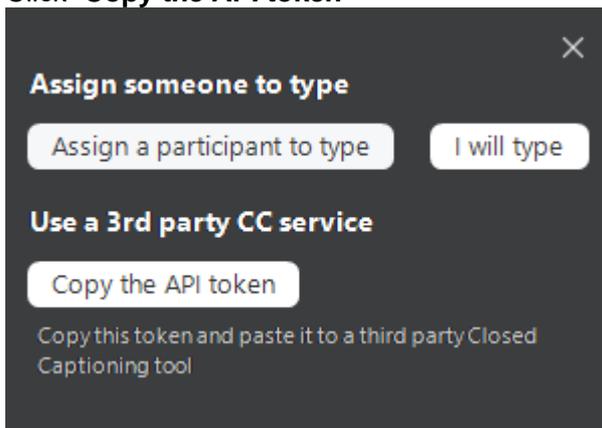# Enabling closed caption

1. Prior to the meeting/webinar commences, sign in to the Zoom web portal.
2. In the navigation panel, click **Settings**.
3. Click the **Meeting** tab.
4. Verify that **Closed Caption** and **Save Captions** are enabled.
5. If the setting is disabled, click the toggle to enable it. If a verification dialog displays, click **Turn On** to verify the change.
    Note: If the option is grayed out, it has been locked at either the group or account level. You need to contact your Zoom admin.

Starting closed captioning in a meeting

1. < 30 minutes before the Zoom meeting or webinar you are hosting commences, join the call.
2. Click **Closed Caption**.

    CC

3. Click "**Copy the API token"**

- The API token will automatically be saved to your clipboard. Please paste this in your email to your contact at Ai-Media.