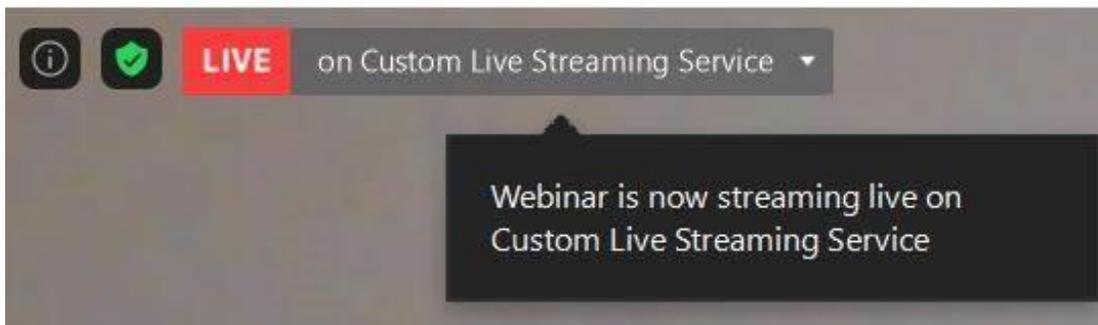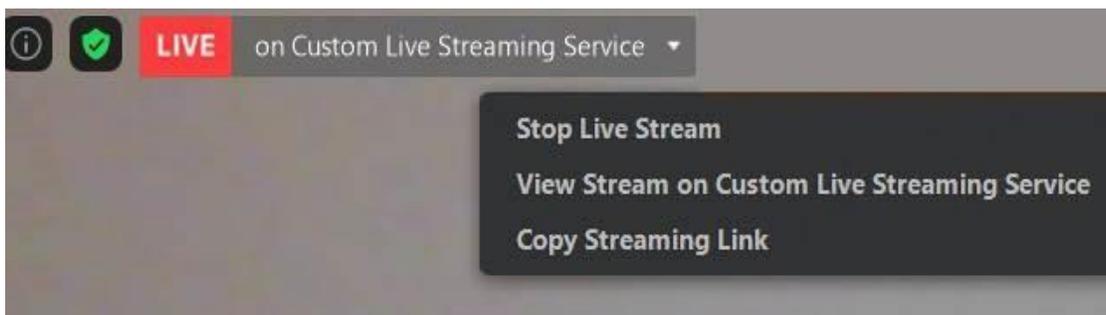# How to add live transcription to Zoom webinars

STEP 1: Once you have joined the all-staff town hall webinar, you will see a red "LIVE" icon at the top left of the Zoom screen.

STEP 2: Hover over the down arrow to show options and click on "View Stream on Custom Live Streaming Service."

STEP 3: Ensure both Zoom and Custom Live Streaming Service are NOT in full screen and position them side by side. If you have two monitors, you can place one screen in each monitor.