



# Zoom Meetings



User Training

Dec 2025

zoom

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# Agenda



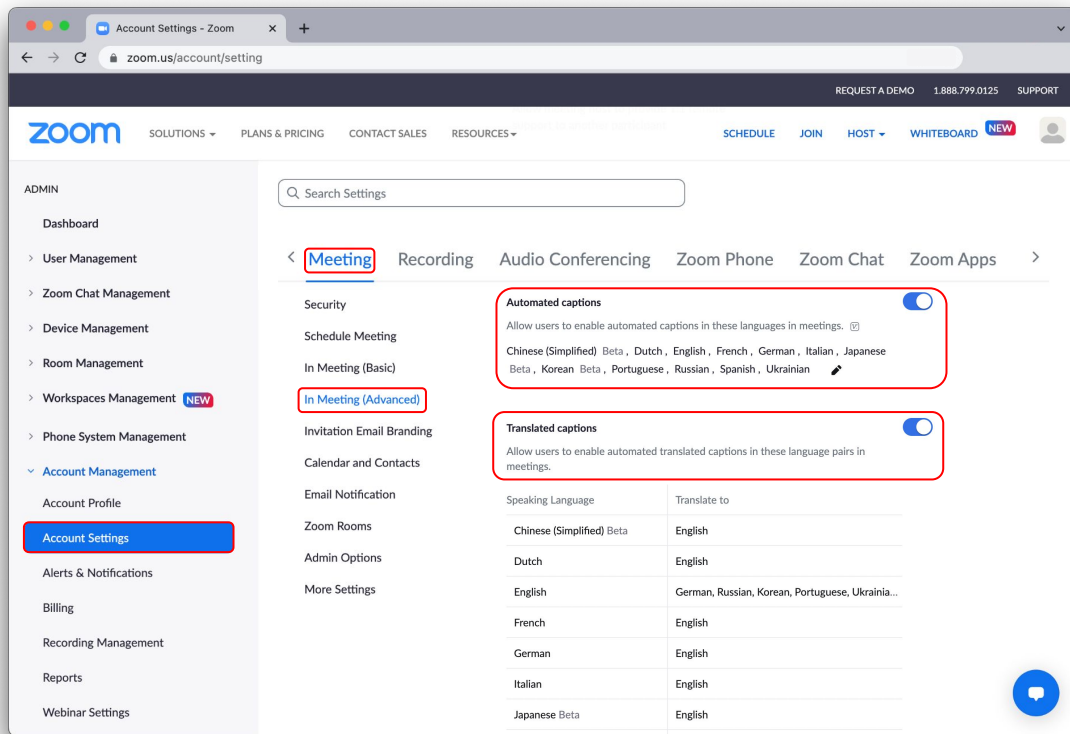
Time	Activity
0-3 min	Welcome & Introduction
4-10 min	Logging Into Zoom Desktop Client & Zoom Admin Portal (Zoom.us)
11-20 min	Caption Settings
21-30 min	Caption Demo
31-40 min	Transcription Demo
41-50 min	Q&A & Hands On Exercise
51-60 min	Spotlighting vs Pinning
61-67 min	Demo
68-70 min	Q&A & Hands On Exercise for Pinning
71-80 min	Sign Language Interpretation Setting and Sharing
81-86 min	Emoji & Demo + Hands On Exercise
87-90 min	Q&A Session

# Web Portal Setting

## Translated Captions

**Automated Captions** need to be enabled to turn on **Translated Captions**. To turn on **Translated Captions**, go to:

- **Account Management** and select **Account Settings**.
- Under the **Meetings** tab, click **In Meeting (Advanced)**.
- Find **Translated Captions** and **enable** the toggle.





&gt; Revenue Accelerator

Hub **NEW**

Whiteboards

Notes

Docs

Tasks

Video Management **NEW**

Surveys

Workflows **NEW**

Recordings &amp; Transcripts

Summaries

Clips

&gt; Workspaces

Scheduler

Mail

Calendar

Settings

Data &amp; Privacy

&gt; Analytics &amp; Reports

ADMIN

Dashboard

Q Search settings

AI Companion

General

Meeting

Webinar

Recording

Mail &amp; Calendar

Audio Conferencing

Zoom Apps

Whiteboard

Notes

Docs

Tasks

Hub **NEW**

Workspaces

Revenue /&gt;

General

Security

Schedule Meeting

In Meeting (Basic)

In Meeting (Advanced)

Email Notification

Other

General

**i** We've moved some settings to Mail & Calendar settings. You can now manage all related settings in one place! [Mail & Calendar settings](#) ×

Enable auto-calling

Automatically call all accepted participants (those who replied with Yes, Maybe, or No reply) at the scheduled time, regardless of whether the host has joined the meeting.



Security

Require that all meetings are secured with one security option

Modified [Reset](#)

Require that all meetings are secured with one of the following security options: a passcode, Waiting Room, or "Only authenticated users can join meetings". If no security option is enabled, Zoom will secure all meetings with Waiting Room. [Learn more](#)

Enable waiting room

Modified [Reset](#)

When participants join a meeting, place them in a waiting room and require the host to admit them individually. Enabling the waiting room automatically disables the setting for allowing participants to join before host.

Waiting Room Options

Modified [Reset](#)

The options you select here apply to meetings hosted by users who turned 'Waiting Room' on

✓ Everyone will go in the waiting room





## Revenue Accelerator

Hub **NEW**

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Summaries

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## Workspaces

Scheduler

Mail

Calendar

Settings

Data &amp; Privacy

## Analytics &amp; Reports

## ADMIN

Dashboard

General

Security

Schedule Meeting

In Meeting (Basic)

In Meeting (Advanced)

Email Notification

Other

## Automated captions



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

Afrikaans Arabic Arabic (Gulf) Bengali Cantonese Catalan Chinese (Simplified) Chinese (Traditional) Croatian  
Czech Danish Dutch English Estonian Finnish French (Canada) French (France) Galician German  
German (Switzerland) Greek Hebrew Hindi Hungarian Indonesian Italian Japanese Korean Latvian Malay  
Norwegian Persian Polish Portuguese Romanian Russian Serbian Slovak Somali Spanish Swedish  
Tagalog Tamil Telugu Thai Turkish Ukrainian Vietnamese Zulu

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

## Automated captions on device



Allow users to process automated captions on their device in meetings. To use this feature, the device must meet minimum requirements.

## Translated captions



Allow users to enable automated translated captions in these language pairs in meetings.

Speaking Language	Translate to
Arabic	Bengali Cantonese Chinese (Simplified) Chinese (Traditional)
	Czech Danish Dutch English Estonian Finnish
	French (Canada) French (France) German Greek Hebrew
	Hindi Hungarian Indonesian Italian Japanese Korean
	Malay Norwegian Persian Polish Portuguese (Brazil)
	Portuguese (Portugal) Romanian Russian Spanish Swedish
	Tagalog Tamil Telugu Thai Turkish Ukrainian Vietnamese
	Welsh
	Arabic Bengali Chinese (Simplified) Chinese (Traditional) Czech
	Danish Dutch English Estonian Finnish French (Canada)
Cantonese	French (France) German Greek Hebrew Hindi Hungarian
	Indonesian Italian Japanese Korean Malay Norwegian
	Persian Polish Portuguese (Brazil) Portuguese (Portugal)

### 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 

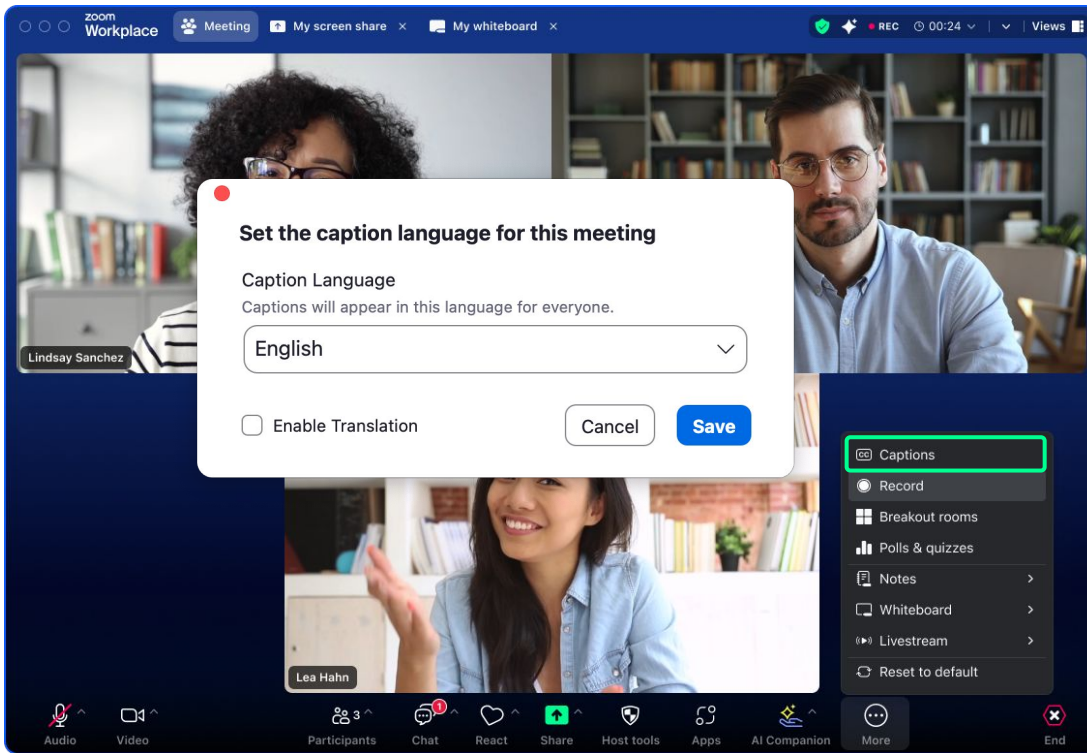


# Captions



## Closed Captions

- To enable closed captioning, click **Captions**.
  - + Select the speaking language and click **Save**.



# Captions



## Closed Captions

- Captions will now display at the bottom of the meeting window.
- Click **Captions** to show additional capabilities like **View Full Transcript** & **Subtitle Settings**.



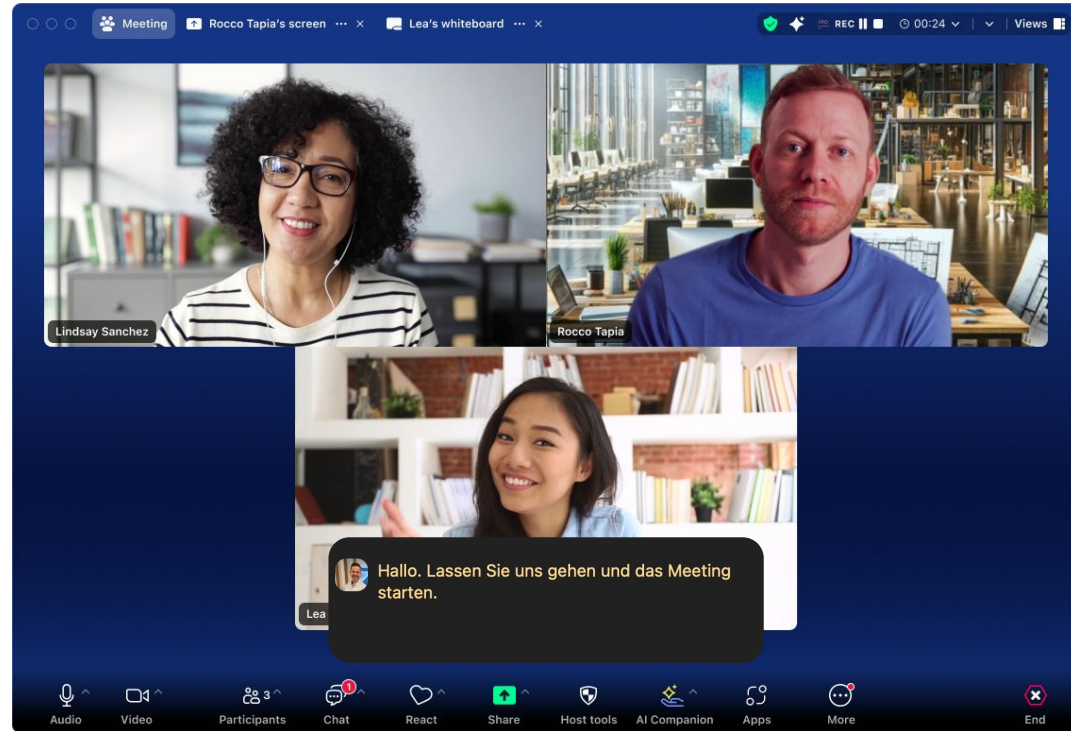


# Translation

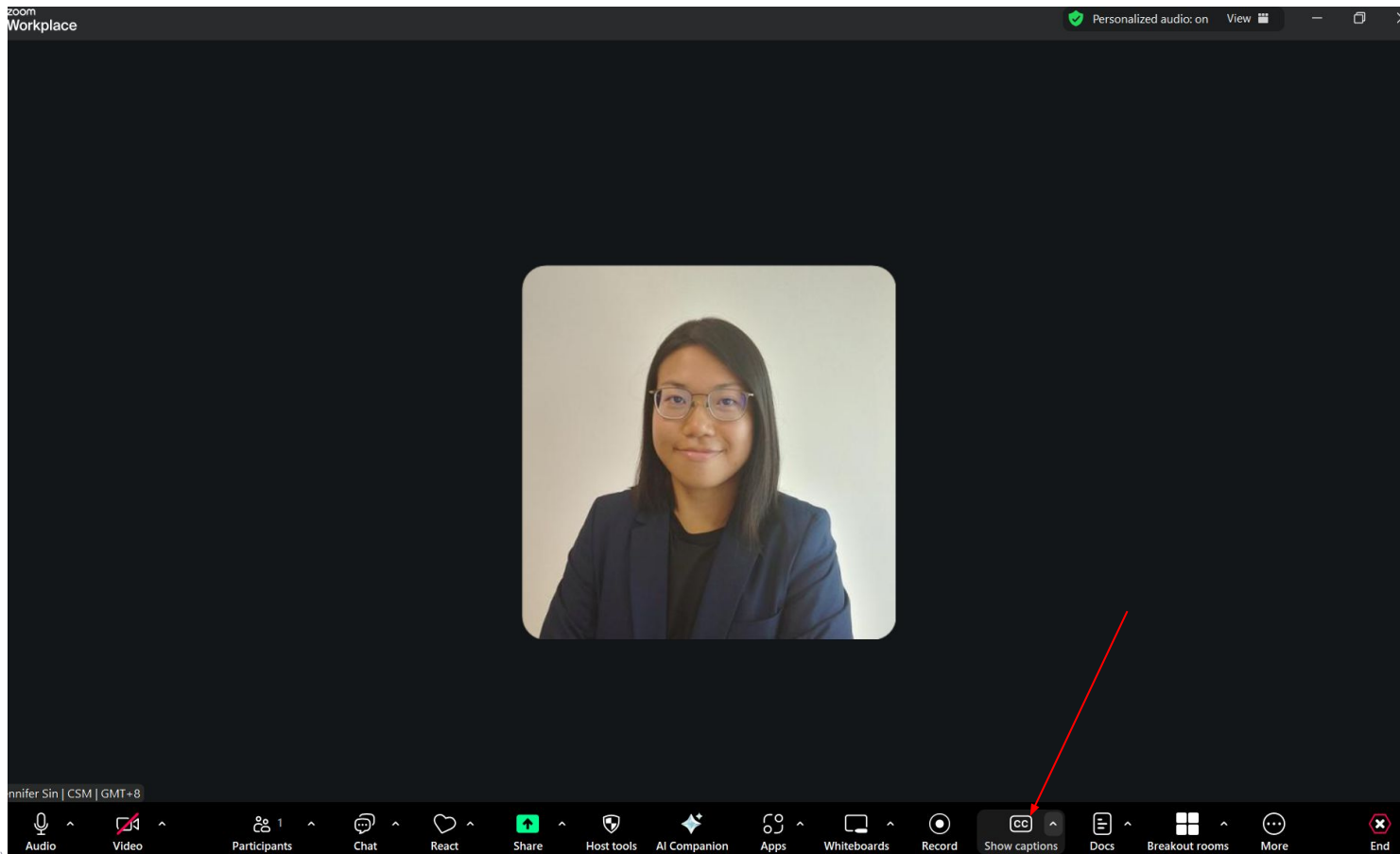


## Translate To

- The translated captions will show at the bottom of the screen.



# Automated Caption





Jennifer Sin | CSM | GMT+8

七成, 七成testing一成測試, 測試測試測試, 七時七線暫時關一二三一二三。測試  
check先。喂喂喂喂喂喂喂喂喂測試測試測試暫時插線插線插線, 七四七四七四七

### Captions and translation

Translation ☐

My speaking language: Cantonese >

My caption language: Raw transcript

View full transcript

Show original and translated captions

Caption settings

### Host controls





Set up manual captioner >

Host caption control settings



Jennifer Sin | CSM | GMT+8

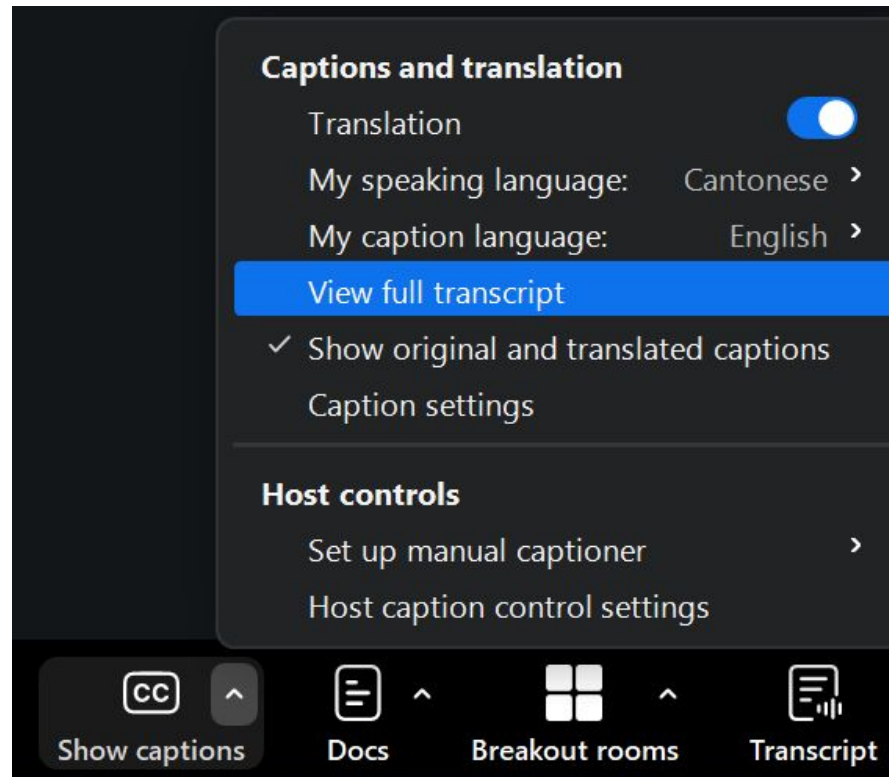
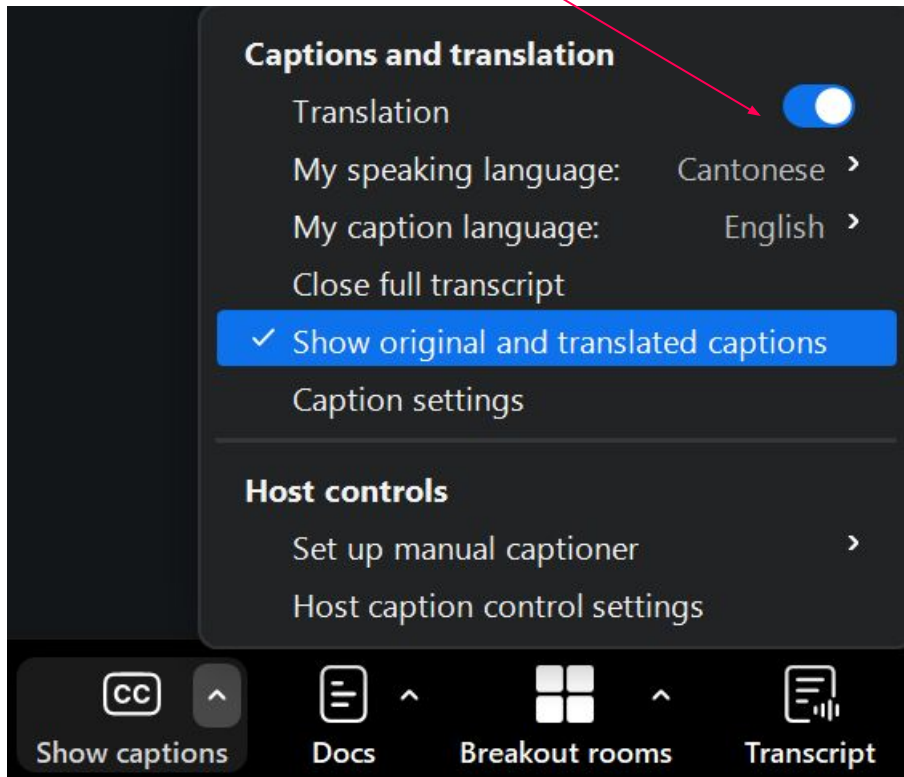
Live transcript on

-  My speaking language: >
-  My caption language: >
-  Caption settings
-  Pop out overlay

- Afrikaans
- Arabic
- Arabic (Gulf)
- Bengali
- ✓ Cantonese
- Catalan
- Chinese (Simplified)
- Chinese (Traditional)
- Croatian
- Czech
- Danish
- Dutch
- English
- Estonian
- Finnish
- French (Canada)
- French (France)
- Galician
- German
- German (Switzerland)
- Greek
- Hebrew
- Hindi
- Hungarian
- Indonesian
- Italian
- Japanese
- Korean
- Latvian
- Malay
- Norwegian
- Persian
- Polish
- Portuguese
- Romanian



# Translated Caption





Jennifer Sin | CSM | GMT+8

### Transcript



Q Search transcript



Jennifer Sin | CSM | GMT+8

17:01:33

S四,

S4

你好你好你好,

Hello, hello.

你好你好你好你好,

Hello, hello, hello.

今日我哋測試zoom嘅翻譯功能,

Today we are testing Zoom's translation feature.

Testing. Today we tested,

Feeding tests one, two, three.

喂喂喂。Testing一二, 三。喂喂喂testing一二三,

喂喂喂。Testing一二三。我哋今日開會嘗試測試下zoom嘅即時翻譯功能,

Hello, hello. Testing 1-2-3. We're meeting today to try and test Zoom's instant translation feature.





Save transcript



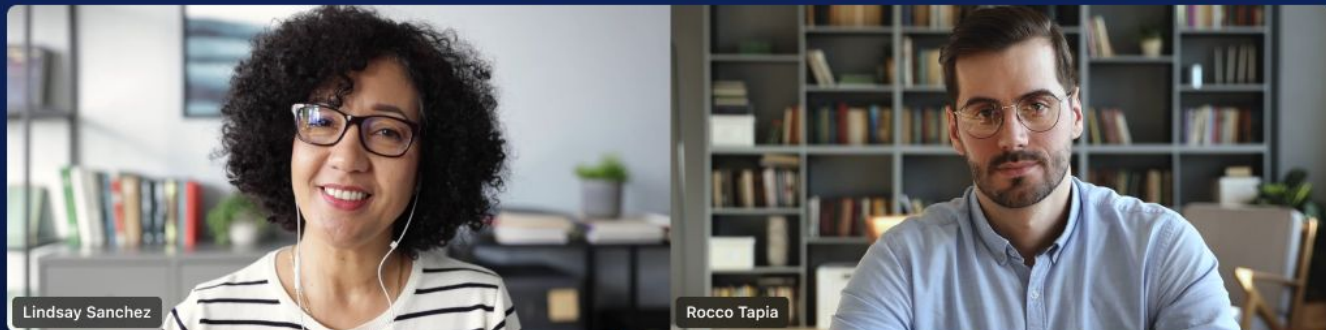


Jennifer Sin | CSM | GMT+8

Live transcript on

-  My speaking language: >
-  My caption language: >
-  Caption settings
-  Pop out overlay

- Afrikaans
- Arabic
- Arabic (Gulf)
- Bengali
- ✓ Cantonese
- Catalan
- Chinese (Simplified)
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- Dutch
- English
- Estonian
- Finnish
- French (Canada)
- French (France)
- Galician
- German
- German (Switzerland)
- Greek
- Hebrew
- Hindi
- Hungarian
- Indonesian
- Italian
- Japanese
- Korean
- Latvian
- Malay
- Norwegian
- Persian
- Polish
- Portuguese
- Romanian



Hi! We have people watching our presentation from all over the world. It's very exciting that people who speak Japanese, Chinese, Portuguese, or Korean can now understand us.

### Captions

Font type: SF Pro

Font Size: Small Large (14)

Caption color: ✓

Translation color: ✓

Background color: ✓

Position: Pinned to Bottom

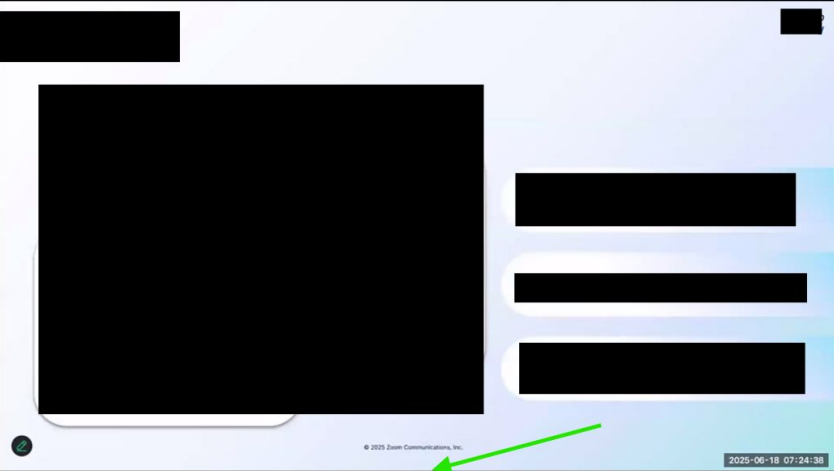
zoom  
Workplace

Meeting

Teresa Le's screen

RecordingZoom Events LobbyView

This meeting is being  
to the lobby.  
the lobby can watch  
it.



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2025-06-18 07:24:38

And also, I'll mention that this is a very deep topic, and we're only scratching the surface here, so we're planning to run some more specific enablement on this.

Over the coming weeks. Now, I think I've gone a little bit over here, so I'll just quickly round this up with... there's, as you can see, a whole host of enhancements that we're expecting as part of the July release, so you're welcome to go and review those.

And there's product board links behind each of these items. I think now I'm handing it to Rick. Thanks very much.

Thank you, Craig. Uh, and we will.... Jump into some workforce management and quality management updates for.

July. Uh, so starting in workforce management, we're going to get our first iteration of the AI scheduler.

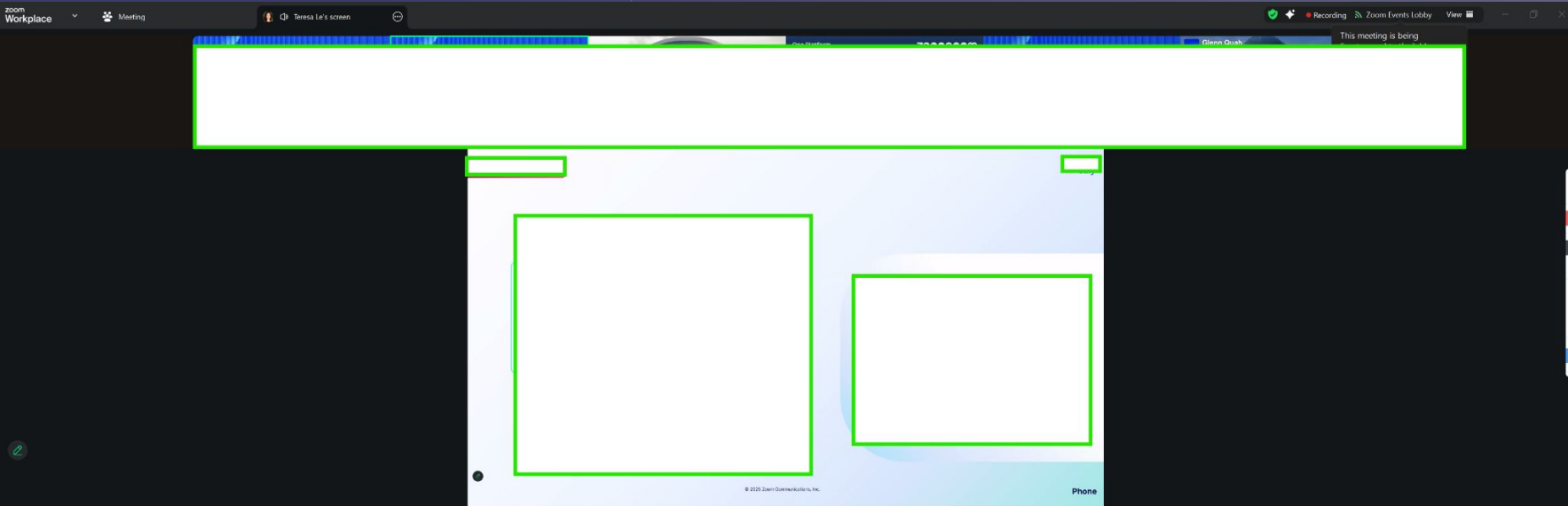
So, with the AI scheduler, instead of manually going in and making your shifts, uh, and....

Defining what shifts you need to meet your forecast, you'll generate a forecast, and then

AudioVideo

Participants57ChatReactShareAI CompanionAppsWhiteboardsNotesRecordHide captionsDocsTranscriptQ&AMore

Leave



Global Networks International  
team.



Today, I'm going to cover Zoom  
Phone Dualities. Today, we  
have a.



Four items on the agenda. So  
let's get started. So.



# 4:53 PM

Wednesday, October 29, 2025



New meeting ▾



Join



Schedule



Share screen



Call a room

Today, Oct 29 ▾

Today



Global Zoomie All Hands

Today, Oct 29

Oct 28 11:30 PM - Oct 29 12:30 AM

Host: Internal Communications



**Jennifer Sin | CSM | GMT+8**  
[jen\\*\\*\\*@zoom.us](#) ▾

● Available ▸

Set status message

Work location Remote ▸

Profile ▸

Forward calls

Check for updates

Discover what's new

Download mobile app ▾

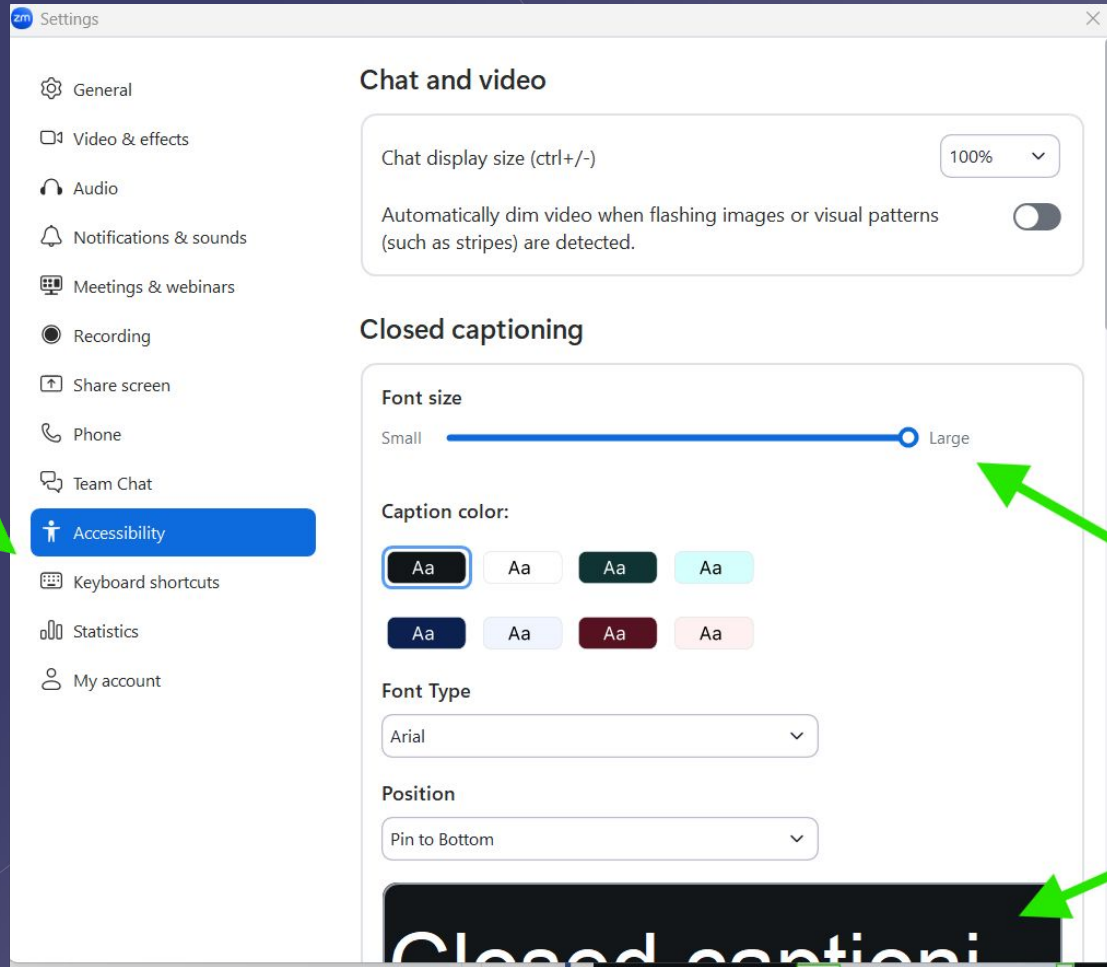
Help ▸

**Settings**

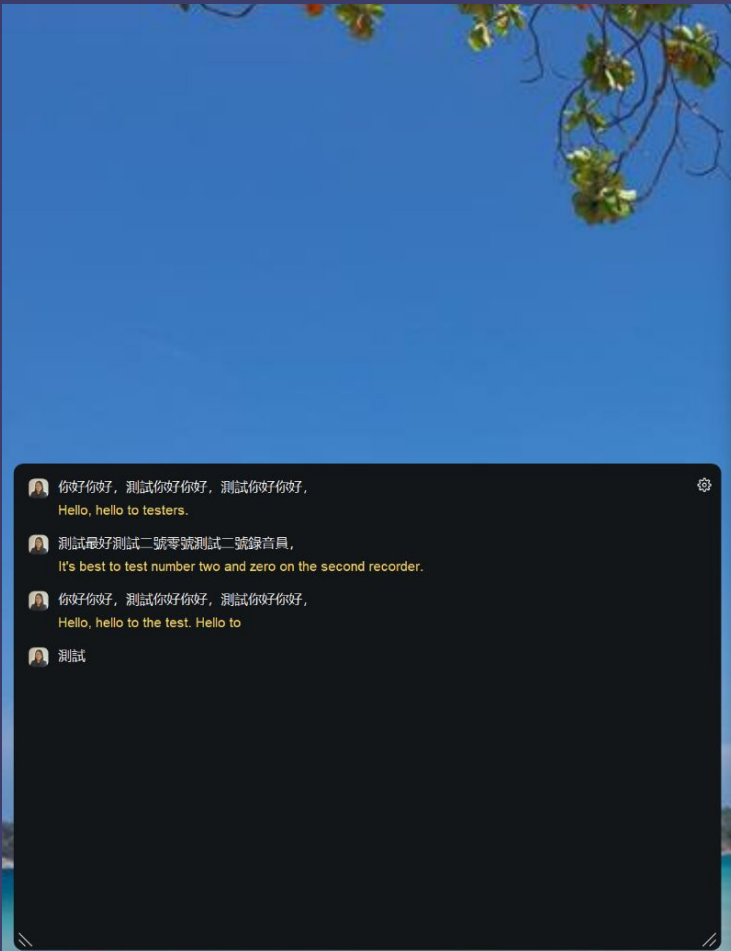
Submit Zoomie feedback


Switch account ▸


Sign out ▸










 你好你好， 测试你好你好， 测试你好你好，  
Hello, hello to testers.

 测试最好测试二號零號测试二號錄音員，  
It's best to test number two and zero on the second recorder.

 你好你好， 测试你好你好， 测试你好你好，  
Hello, hello to the test. Hello to

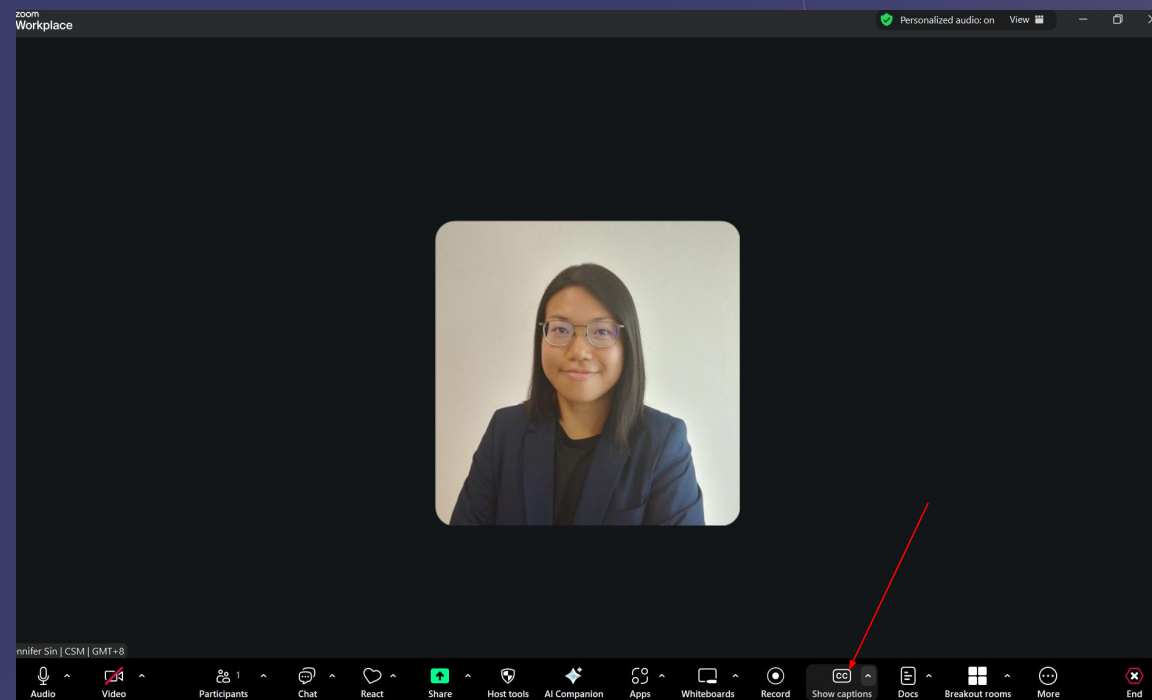
 测试



Jennifer Sin | CSM | GMT+8

# Demo Caption/ Translation

# Let's Try!



Turn on Caption

# Let's Try!

zoom Workplace

Personalized audio: on View

Jennifer Sin | CSM | GMT+8

七成, 七成testing一成測試, 測試測試測試, 七時七線暫時關一二三一二三。測試check先。喂喂喂喂喂喂喂喂喂喂測試測試測試暫時插線插線, 七四七四七四七

**Captions and translation**

- Translation ☐
- My speaking language: Cantonese >
- My caption language: Raw transcript
- View full transcript
- Show original and translated captions
- Caption settings

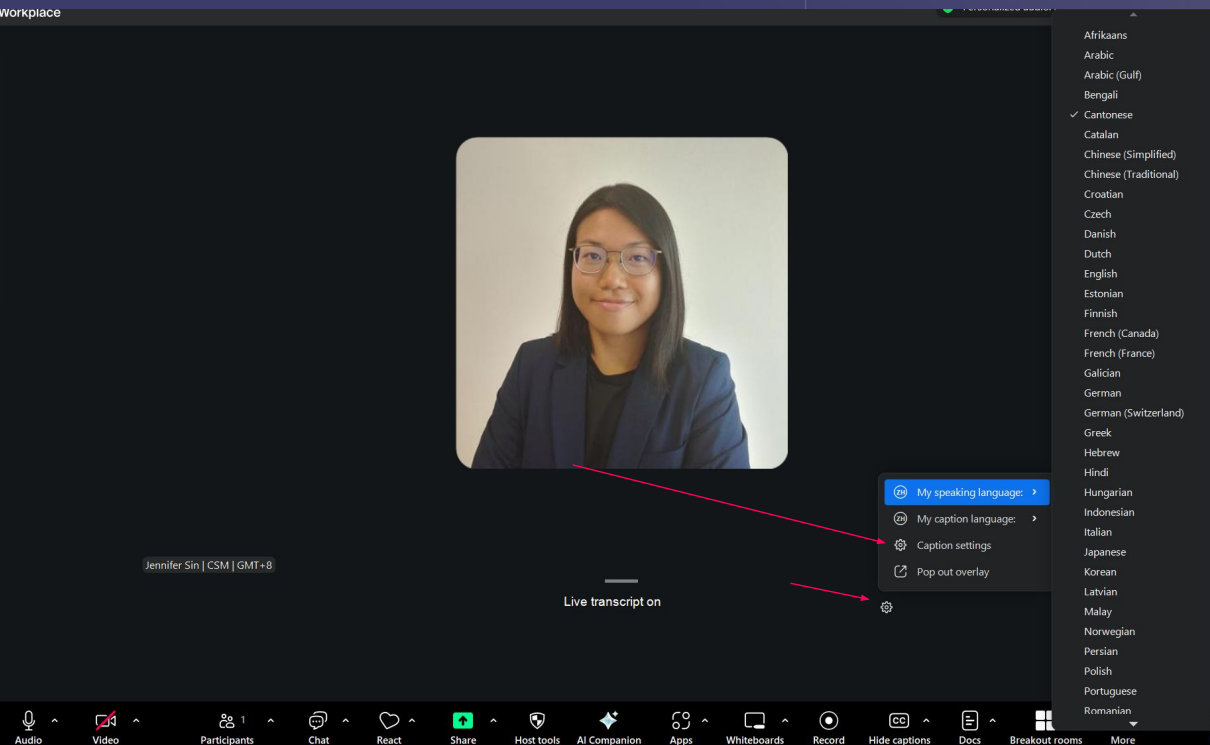
**Host controls**

- Set up manual captioner >
- Host caption control settings

Audio Video Participants Chat React Share Host tools AI Companion Apps Whiteboards Record Hide captions Docs Breakout rooms More End

Set the speaking language

# Let's Try!

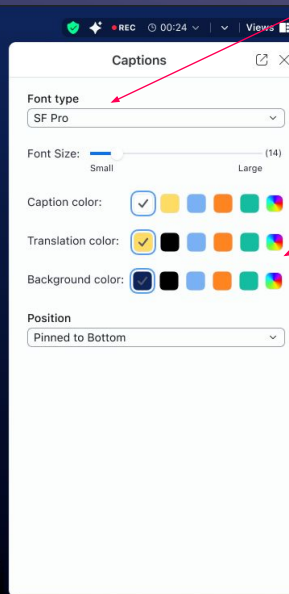


Change the font size, font type, color of the caption

# Let's Try!



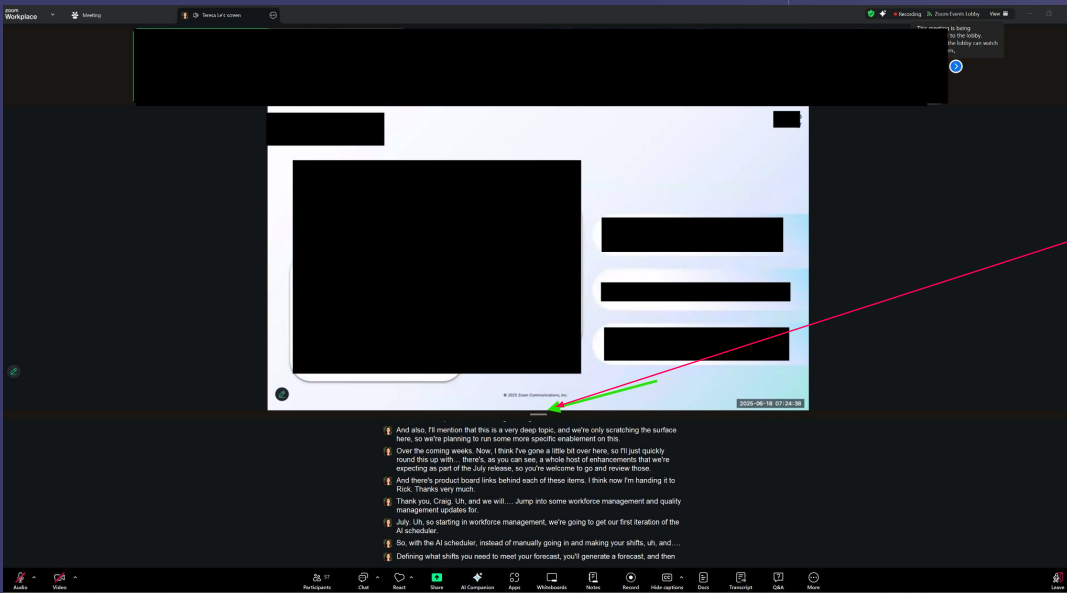
Hi! We have people watching our presentation from all over the world. It's very exciting that people who speak Japanese, Chinese, Portuguese, or Korean can now understand us.



Change the font size, font type, color of the caption



# Let's Try!

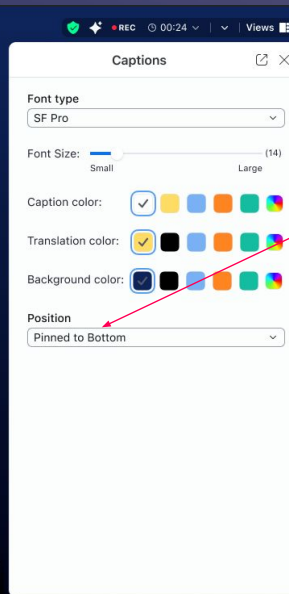


Drag the caption window to show more captions

# Let's Try!



Hi! We have people watching our presentation from all over the world. It's very exciting that people who speak Japanese, Chinese, Portuguese, or Korean can now understand us.



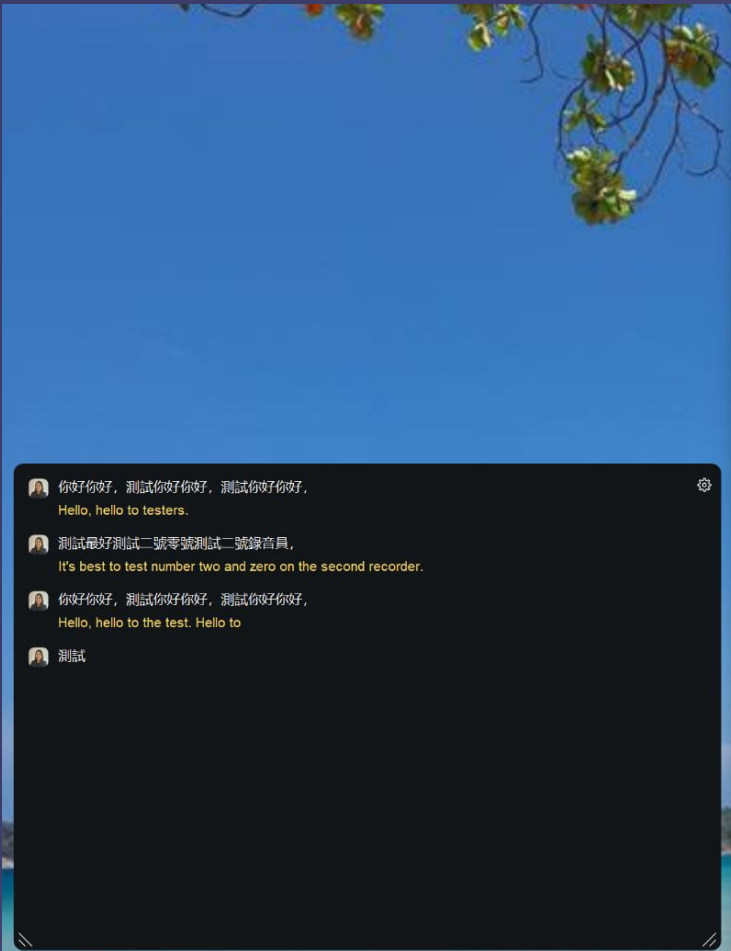
Change the position of the caption: see the difference between the 2 options

# Let's Try!

The screenshot displays a Zoom meeting window. On the left, three video thumbnails are visible: Lindsay Sanchez (top left), Rocco Tapia (top right), and Lea Hahn (bottom center). Below the thumbnails, a chat bubble from a user named 'Hil' contains the text: "Hi! We have people watching our presentation from all over the world. It's very exciting that people who speak Japanese, Chinese, Portuguese, or Korean can now understand us." On the right side of the meeting window, the 'Captions' panel is open. It features settings for Font type (SF Pro), Font Size (a slider between Small and Large), Caption color (a grid of color swatches with the first one selected), Translation color (a grid of color swatches with the first one selected), Background color (a grid of color swatches with the first one selected), and Position (a dropdown menu set to 'Pinned to Bottom'). A red arrow points from the text 'The 2 option allows you to drag the whole caption outside of the Zoom Meeting Window' to the second option in the Position dropdown menu.

Zoom Meeting Interface showing three participants: Lindsay Sanchez, Rocco Tapia, and Lea Hahn. The Captions panel is open, displaying settings for Font type (SF Pro), Font Size (Small to Large), Caption color, Translation color, Background color, and Position (Pinned to Bottom). A red arrow points to the 'Pinned to Bottom' option in the Position dropdown.

The 2 option allows you to drag the whole caption outside of the Zoom Meeting Window



你好你好, 測試你好你好, 測試你好你好,  
Hello, hello to testers.



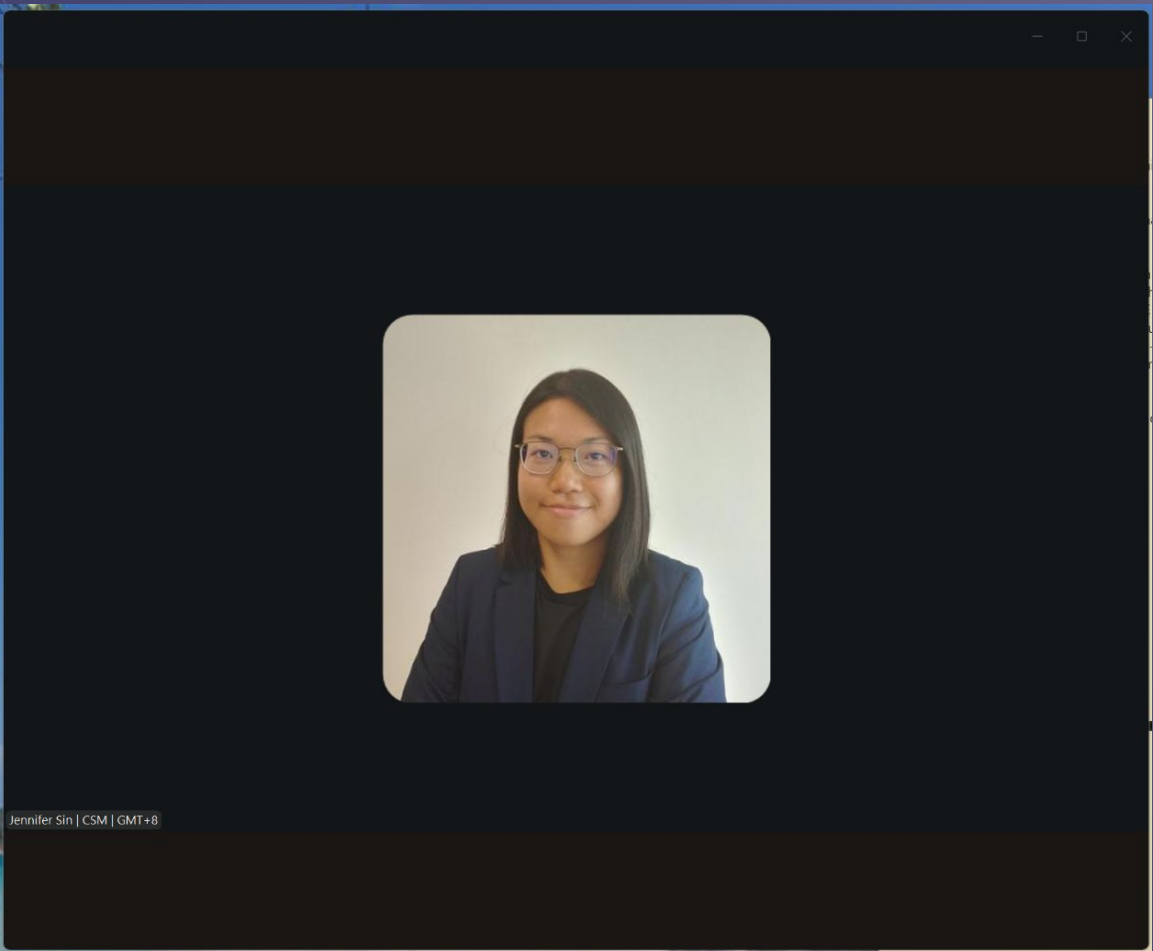
測試最好測試二號零號測試二號錄音員,  
It's best to test number two and zero on the second recorder.



你好你好, 測試你好你好, 測試你好你好,  
Hello, hello to the test. Hello to

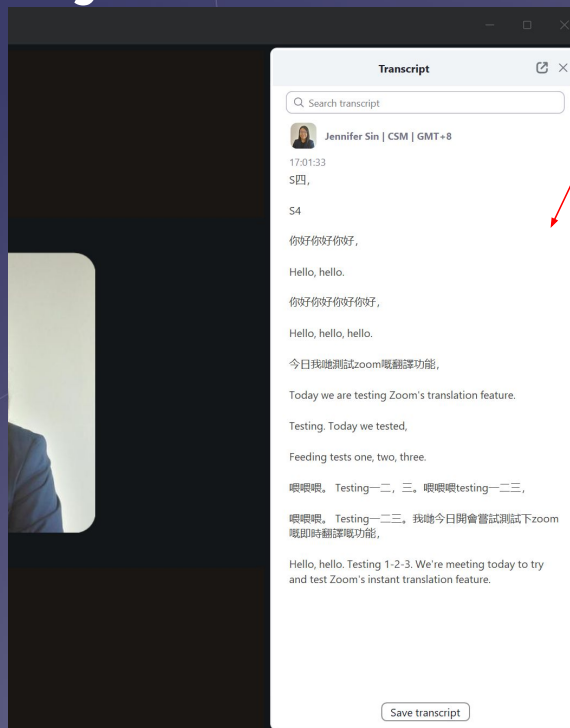
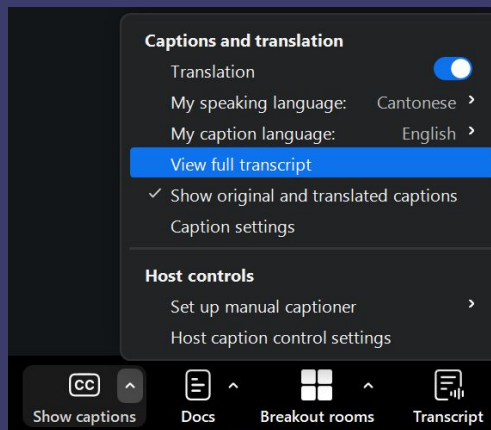


測試



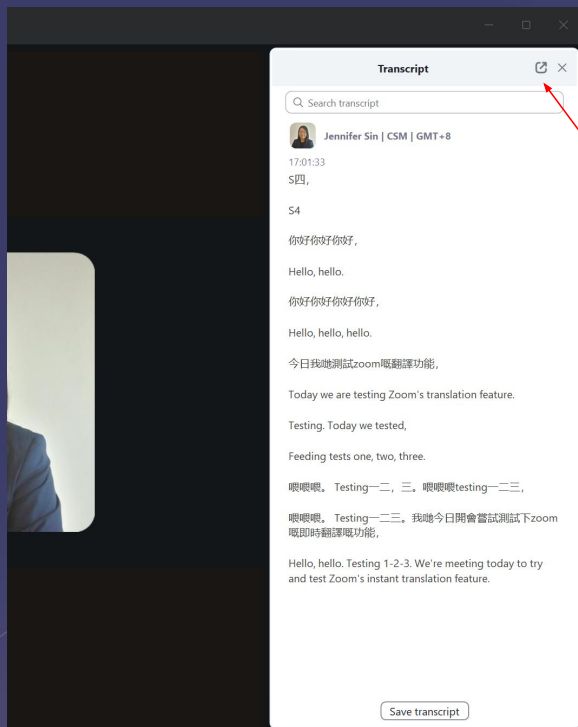
Jennifer Sin | CSM | GMT+8

# Let's Try!



View Full Transcript

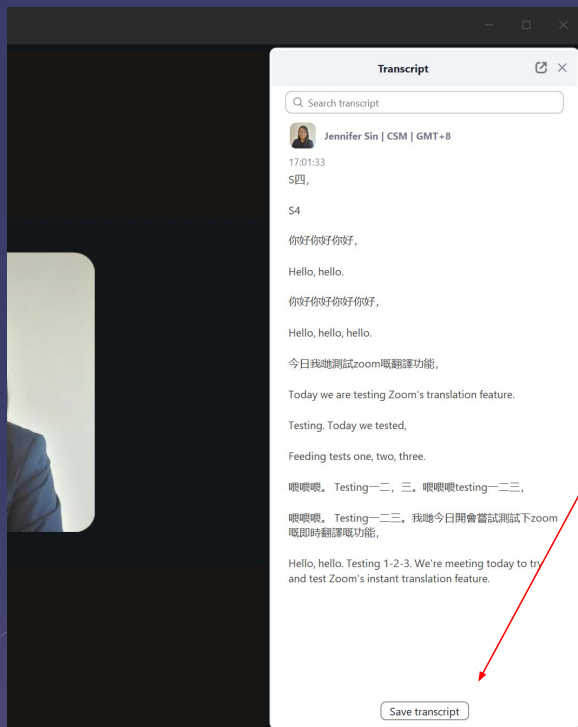
# Let's Try!



Pop Out The Full Transcript



# Let's Try!



Save Transcript



# Spotlight Vs Pin a Participant's Video

Official Demo Video Link: <https://www.youtube.com/watch?v=4Rly4y7ya9k>

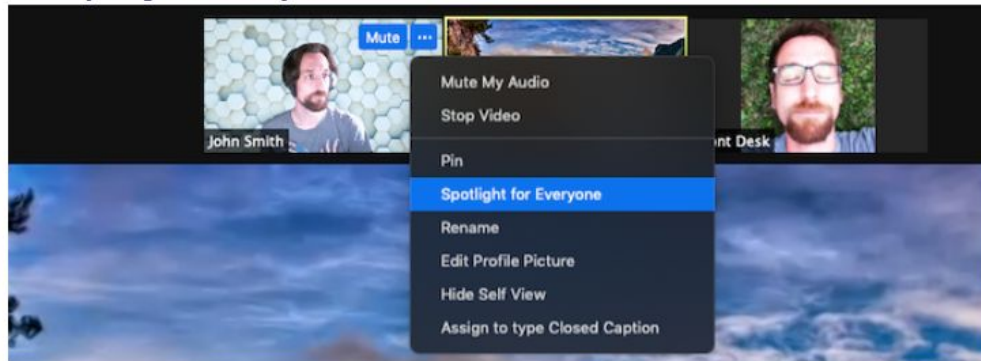
Spotlight video puts up to 9 participants as the primary active speakers for all participants, and participants will only see these speakers. Spotlighting can also be done during screen sharing. This feature is often used to spotlight a keynote speaker.

Cloud recordings will recognize and record up to 9 spotlighted participants in the Gallery View recording layout.

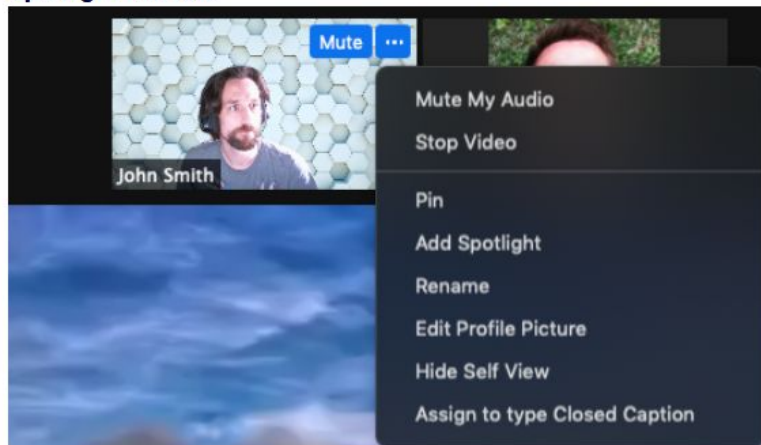
## Requirements for spotlighting: In a Meeting

- Host or co-host privileges for the meeting
- Zoom desktop client for Windows, macOS, or Linux: [Global minimum version](#) or higher
- Zoom mobile app for Android or iOS: [Global minimum version](#) or higher
- Three (3) or more participants with video on

1. Start a meeting or webinar as the host, or join and be assigned co-host.
2. Hover over the video of the participant you want to spotlight and click the ellipsis icon .... Additional options for that participant are displayed.
3. Click **Spotlight for Everyone**.

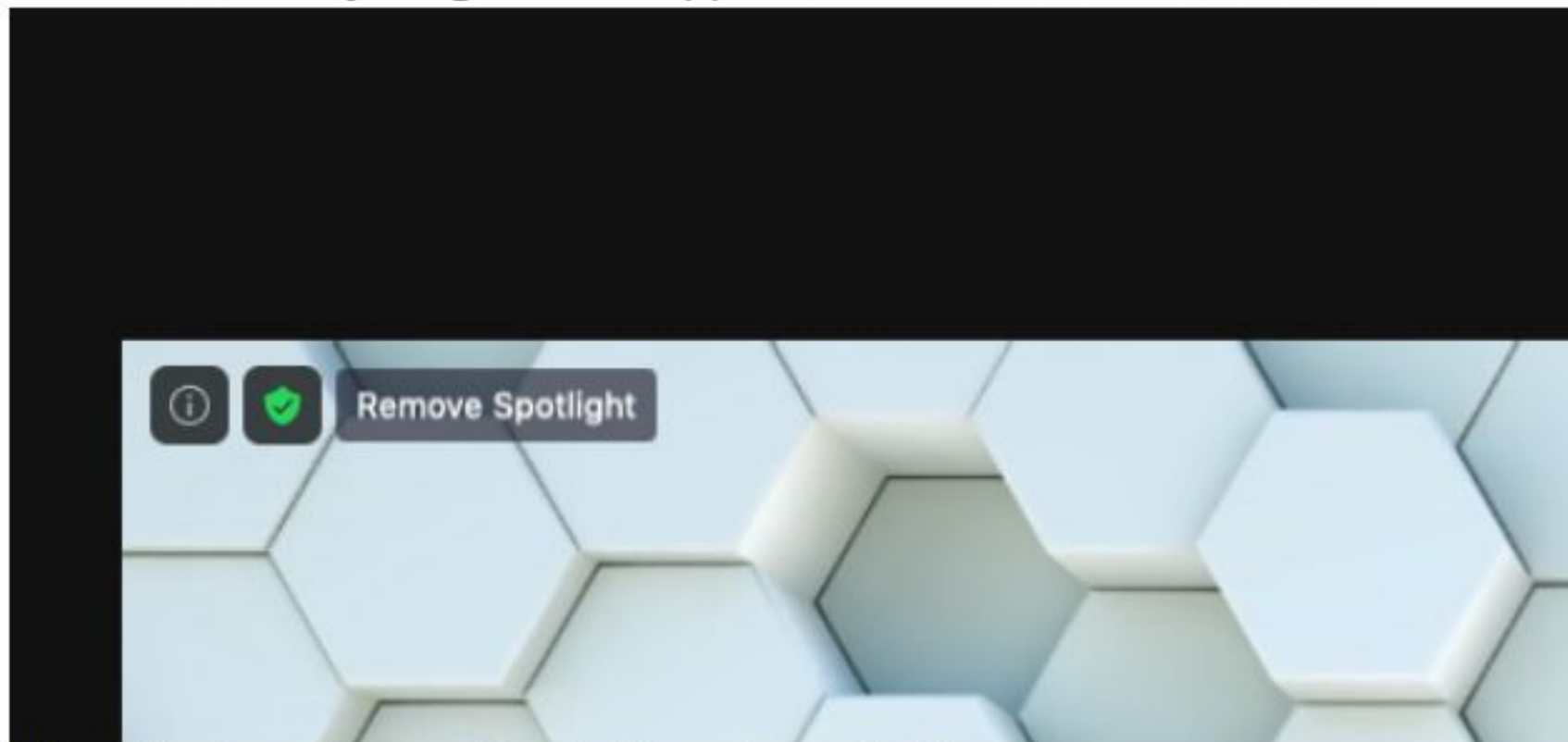


4. (Optional) To spotlight additional participants (up to 9 total), follow steps 2 and 3 again as needed, clicking on **Add Spotlight** instead.



# To cancel a Spotlight

1. Click **Remove Spotlight** in the upper-left corner of the video area.



This will return the meeting to Speaker or Gallery view.

Pinning videos in a meeting allows you to keep specific participants' video feeds visible on your screen throughout the meeting.

Pinning another user's video will only affect your personal view and won't impact what other participants see on their screens.

This feature is particularly useful when you want to focus on a specific presenter or maintain visual contact with key participants during the discussion. Multi-pinning is also supported, allowing you to pin up to 9 participants simultaneously.

If you are [recording the meeting locally](#) on your computer and you pin a video, the pinned video will be recorded unless you change your [video layout](#). Pinning another participant's video will not affect other participants' views of the meeting or cloud recordings.


The meeting host can also spotlight up to 9 videos. [Spotlight video](#) puts a participant as the primary active speaker for all participants. All participants will only see the selected speakers as active speakers. This feature is often used to spotlight a keynote speaker.



# How to enable or disable Sign Language interpretation view

## User

To enable or disable **Sign language interpretation view** for your own use:

1. Sign in to the Zoom web portal.
2. In the navigation menu, click **Settings**.
3. Click the **Meeting** tab.
4. Under **In Meeting (Advanced)**, click the **Sign language interpretation view** toggle to enable or disable it.  
**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.
5. If a verification dialog appears, click **Enable** or **Disable** to verify the change.  
When enabled, 10 default sign languages will appear below the setting. This is the list that will be available when scheduling.
6. (Optional) Select the **Enable sign language interpretation view by default in scheduler** check box to enable it as a default setting when scheduling meetings or webinars, then click **Save**.
7. (Optional) To add another sign language to the list of available sign languages when scheduling, click the plus icon , enter the name of the language, then click **Add**.

Once sign language interpretation is enabled, learn how to [schedule a meeting or webinar with the feature](#), [manage your role as a sign language interpreter](#), or [view sign language interpretation](#) as a participant.



### Automated captions

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

Afrikaans	Arabic	Arabic (Gulf)	Bengali	Cantonese	Catalan	Chinese (Simplified)	Chinese (Traditional)	Croatian	Czech	Danish	Dutch	
English	Estonian	Finnish	French (Canada)	French (France)	Galician	German	German (Switzerland)	Greek	Hebrew	Hindi	Hungarian	
Indonesian	Italian	Japanese	Korean	Latvian	Malay	Norwegian	Persian	Polish	Portuguese	Romanian	Russian	
Serbian	Slovak	Somali	Spanish	Swedish	Tagalog	Tamil	Telugu	Thai	Turkish	Ukrainian	Vietnamese	Zulu

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

Automated captions on device

Allow users to process automated captions on their device in meetings. To use this feature, the device must meet minimum requirements. ☒

### Translated captions

Allow users to enable automated translated captions in these language pairs in meetings.

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 ▼

## Language Interpretation

Allow host to assign participants as interpreters who can interpret one language into another in real-time. Host can assign interpreters when scheduling or during the meeting.

## Sign Language interpretation view

Allow host to assign participants as sign language interpreters who can interpret one language into sign language in real-time. Host can assign

Security

Schedule Meeting

In Meeting (Basic)

**In Meeting (Advanced)**

Calendar and Contacts

Email Notification

Other

## Sign Language interpretation view



Allow host to assign participants as sign language interpreters who can interpret one language into sign language in real-time. Host can assign interpreters when scheduling or during the meeting.

☒ Enable sign language interpretation view by default in scheduler

10 languages +

American

Chinese

French

German

Japanese

Russian

Brazilian

Spanish

Mexican

British

Options

Show

panopto\_folder\_content

Interpretation

☐ Select interpretation languages. Select output channels below. You can assign interpreters at any time.

☒ Select sign language interpretation video channels below. You can assign interpreters at any time.

john@company.com

American Sign Language



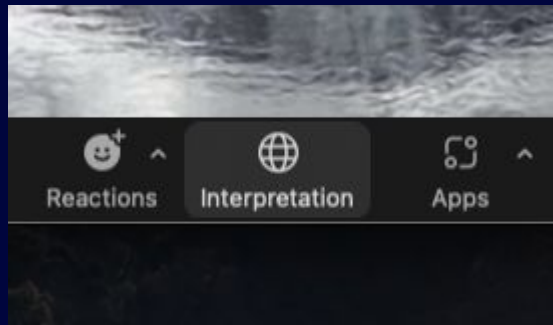
+ Add Sign Language Interpreter

Save

Cancel

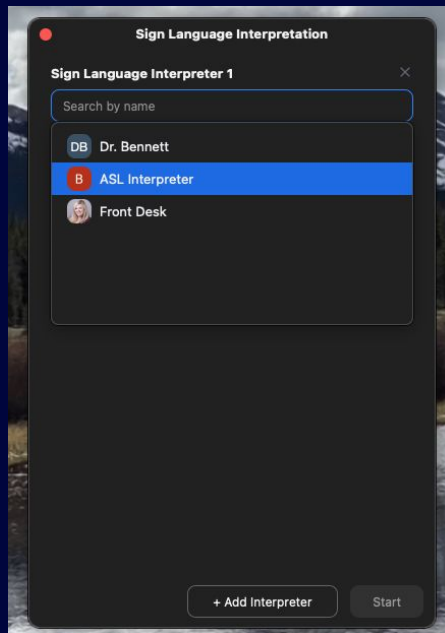
# As a host: How to Assign an Interpreter

Go to the meeting controls toolbar and open the Interpretation menu.



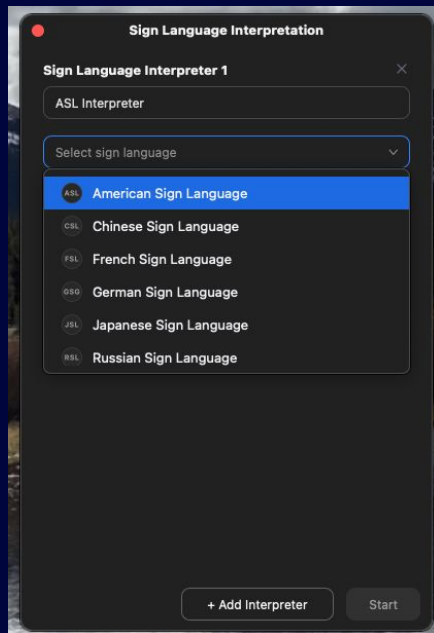
# As a host: How to Assign an Interpreter

Then select + Add Interpreter and select the interpreter from the participant's list dropdown.



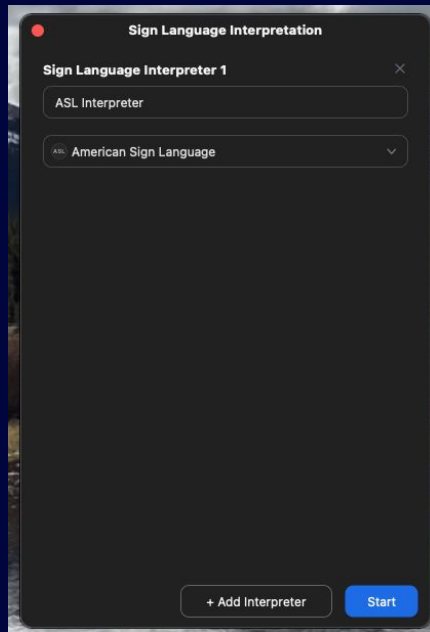
# As a host: How to Assign an Interpreter

Select American Sign Language from the dropdown menu.



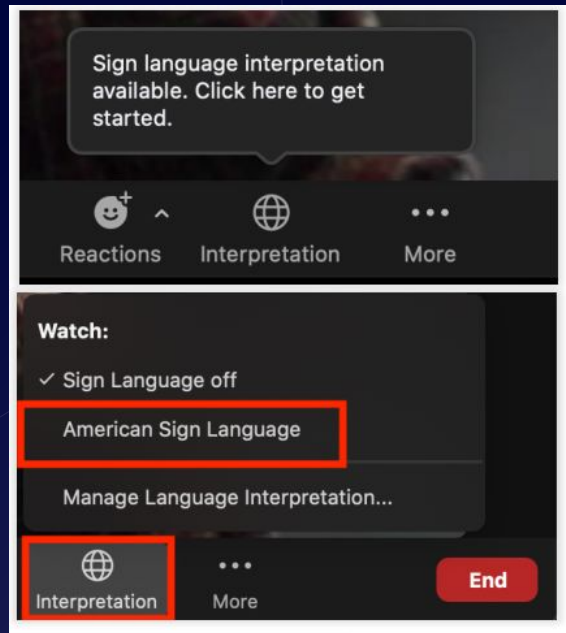
# As a host: How to Assign an Interpreter

Click Start.



# As a host: How to Start the Sign Language Interpretation Feature

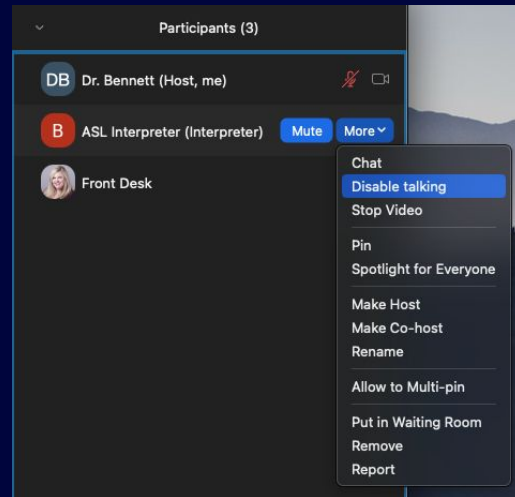
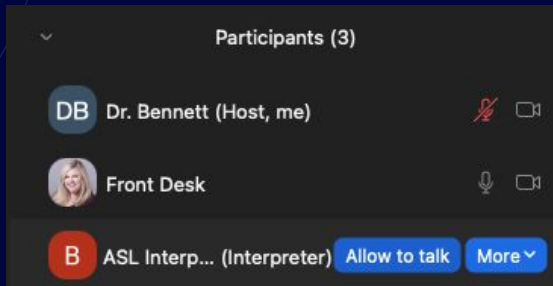
After clicking start, this will move the interpreter from the gallery to the designated pop-up window. Everyone in the meeting will be notified that sign language interpretation is available. The sign language interpreter will be shown in a designated video channel for sign language interpreting. Participants can choose to view this language channel if they wish.



# As a host, how to Mute or Unmute an Interpreter

In the meeting controls toolbar, click on Participants.

Find the interpreter's name, hover over it, and select Allow to Talk. The interpreter will now have access to their microphone to voice for a Deaf or hard-of-hearing participant if needed.

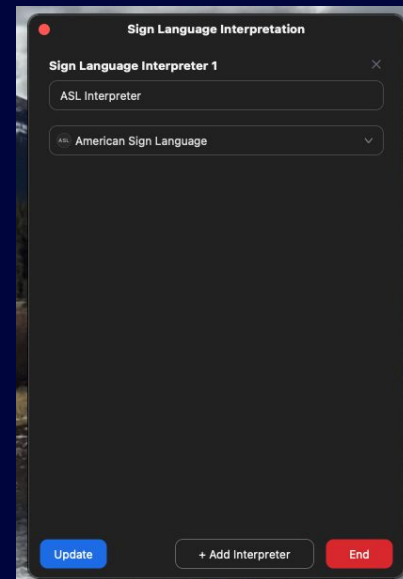
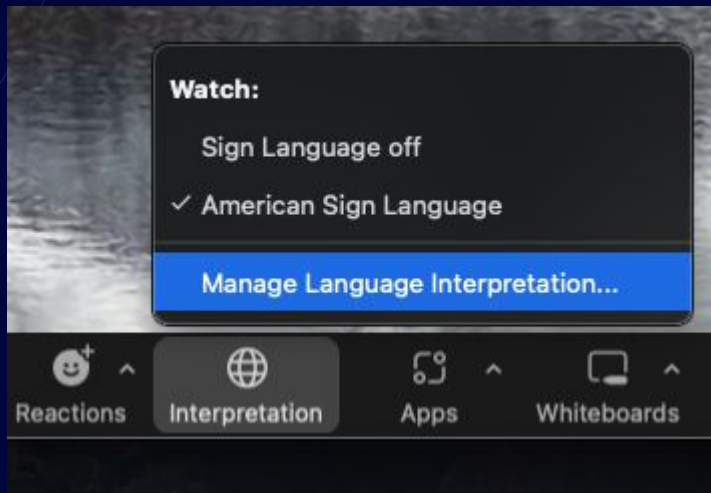




# As a host, how to Remove an Interpreter

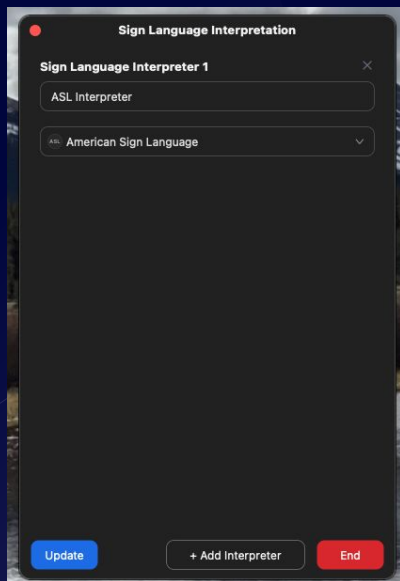
Go to the Interpretation menu and select Manage Language Interpretation...

Find the interpreter's name that you wish to remove and click the delete icon X next to their name. Then select Update. The interpreter will be removed from the designated interpreting video channel.



# As a host, how to End the Interpretation Feature

Click End



# Emoji

## User

To enable or disable **Meeting reactions** for your own use:

1. Sign in to the Zoom web portal.
2. In the navigation menu, click [Settings](#).
3. Click the **Meeting** tab.
4. Under **In Meeting (Basic)**, click the **Meeting reactions** toggle to enable or disable it.
5. If a verification dialog appears, click **Enable** or **Disable** to verify the change.  
**Note:** If the option is grayed out, it has been locked at either the group or account level, and you will need to contact your Zoom administrator.
6. Choose from the following meeting reaction options:
  - **All emojis:** Allow meeting participants to use any emoji available in Zoom chat as a reaction in a meeting.
  - **Selected emojis:** Allow meeting participants to use the 6 standard meeting reaction emojis:
    - Clapping Hands 🙌
    - Thumbs Up 👍
    - Heart ❤️
    - Tears of Joy 😂
    - Open Mouth 😮
    - Party Popper (Tada, Celebration) 🎉
7. Click **Save**.

## Security

## Schedule Meeting

## In Meeting (Basic)

## In Meeting (Advanced)

## Email Notification

## Other

## Slide Control



During a presentation, the person who is sharing can allow others to control the PowerPoint or Keynote slide presentation.

## Non-verbal feedback



Allow meeting participants to communicate without interrupting by clicking on icons (yes, no, slow down, speed up, coffee cup). These icons are found in the Reactions menu in the toolbar, and when selected, they display on the participant's video and in the participants list until dismissed.

## Meeting reactions



Allow meeting participants to communicate without interrupting by reaction with emojis (e.g. clap, heart, laugh). These emojis are found in the Reactions menu in the toolbar, and when selected, they display on the participant's video and in the participants list for 10 seconds. Participants can change their emoji skin tone in Settings.

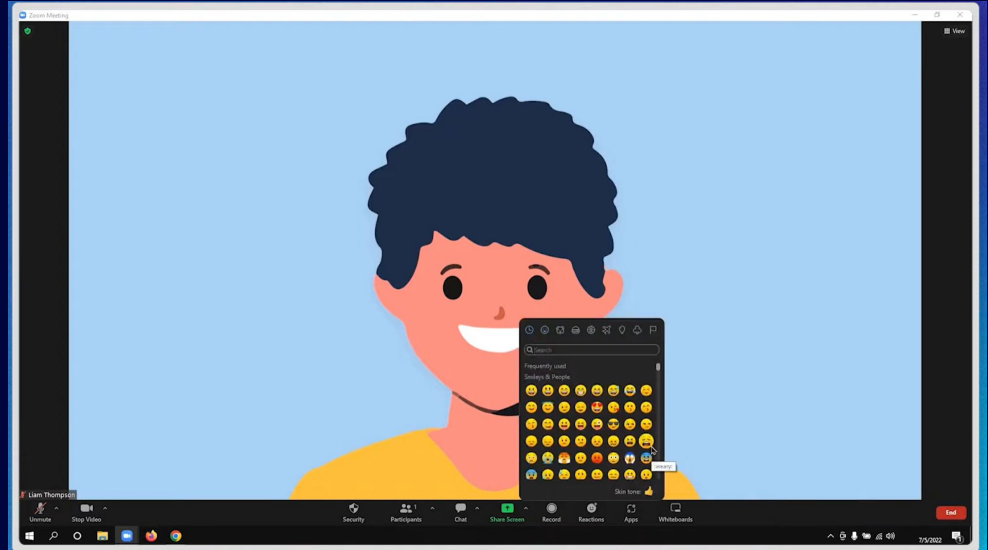
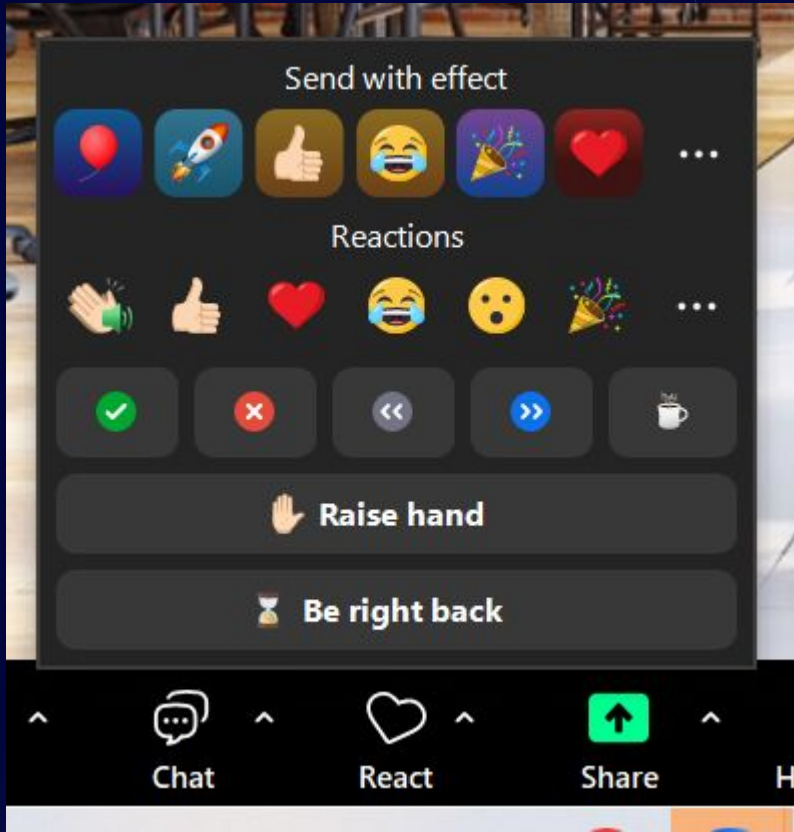


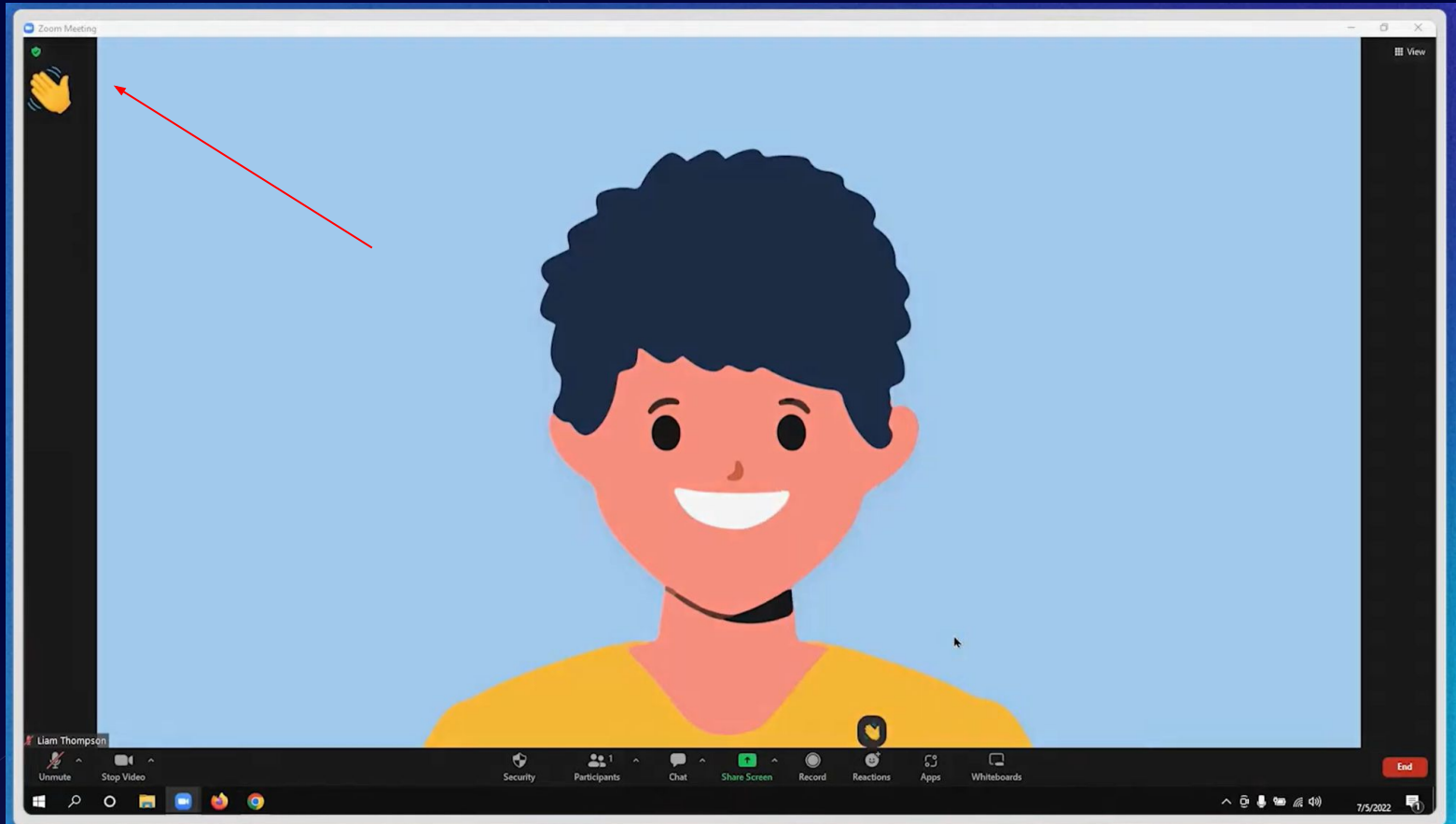
All emojis

☐ Selected emojis 👏👍👎🤔❤️🎉

Save

Cancel





# Demo

