

Zoom Webinar - A How To

Accessing Zoom

To join the webinars, you must have the current version of ZOOM downloaded on your device/computer. It will download automatically the first time you use it, or you can download the “Zoom Client for Meetings” now at https://zoom.us/download#client_4meeting.

Zoom is continually upgrading, so you can also download the latest version by going to your Zoom profile (top right corner), click on ‘Check for Updates’, and click on ‘update’.

Once you have registered for the event, you will receive an email from Third Age Barrie with **your unique link to join the webinar**. This will be followed by reminder emails.

Please let us know at info@thirdagebarrie.ca if you would like some additional assistance with Zoom.

How to Turn Closed Captioning Off and On

Third Age Barrie has enabled automatic closed captioning (**CC: Live Transcript**) for those audience members who find closed captioning helpful. Closed Captioning is a transcript of what is being said, visible on the bottom of your screen.

To Turn Closed Captioning **OFF** on your Computer (Mac or PC)

- Go to the bottom of your computer screen, and right click on the ‘**CC: Live Transcript**’ tab. Then right click on ‘**Hide Subtitle**’ to remove closed captions.

To Turn Closed Captioning **ON** your Computer

If the closed captioning is not showing (it may show automatically because Third Age Barrie has turned it on), find the CC: Live Transcript tab on the bottom of your screen.

- Right click on ‘**CC: Live Transcript**’
- Right click on ‘**Show Subtitle**’
- You can move the closed captions to another part of your screen by placing your cursor on the ‘subtitles box’ and dragging the box wherever you want it to go.
- You can also change the size of the closed captioning:
 - Click on CC: Live Transcript at the bottom of your screen to bring up the options
 - click on ‘subtitle settings’ and a pop-up screen will appear

- On the top of the screen, go to Closed Captioning, and choose 'Font Size'; change between small, medium and large by sliding along the scale
- Close the pop-up screen to return to the Zoom window.

Closed Captioning on Zoom for iPads

Closed captioning on Zoom is a new feature and does not yet work the same way on iPads as it does on computers. You must set closed captioning on or off **prior to** the webinar; the settings will remain until you change them.

To Turn Closed captioning on or off:

- In your Zoom window, choose 'Settings' (bottom left of your screen), then 'Meetings'
- Scroll down and click on 'Closed Captioning'
 - To turn Closed Captioning **on**, toggle the button so that it turns **green**
 - To turn Closed Captioning **off**, toggle the **green** button to **off**
- On an iPad, the size and location of the closed captioning cannot be changed (at this time)

Thanks to Thornhill Life Long Learning for their leadership in closed captioning.