



## ZOOM WEBINAR

1. Sign in to the **Zoom** web portal. (Using LINK: [santaclarita.zoom.us/j/99907497020](https://santaclarita.zoom.us/j/99907497020), MEETING ID: 99907497020, PASSCODE: SOSfest)
2. Enter your name and email address.
3. Wait for the host to admit you into the meeting.

(NOTE: Your camera and microphone will be automatically **disabled** upon entering the meeting.)

## Turn On Closed Captions on Zoom

**To enable the closed captioning for your own use, from a desktop:**

1. Verify that **Closed Caption** is enabled by clicking the “CC” (Closed Captioning) button at the bottom of the screen.
2. If the setting is disabled, click “Show Subtitles” to enable the live subtitles. Captions will appear in the bottom left corner of the screen as words are spoken in the video.
3. To change the subtitle format – click “CC”, go to Subtitle Settings, select the desired font size.

## Enable Closed Captions on a Mobile Device

We encourage all performances be enjoyed on a laptop or desktop computer. However, **to enable the closed captioning from a mobile device:**

1. Subtitles should automatically appear without additional setting adjustments.
2. To view the full transcript - click “more”, followed by “View Full Transcript.”
3. To exit the full transcript view - click on the left-facing arrow located at the top right corner, to return to the performance screen.

## Turn On Closed Captions on Facebook

**To enable the closed captioning from a desktop:**

1. In the video navigation bar (at the bottom of the video screen), click “Settings.” (round, gear-like symbol).
2. Verify that **Closed Caption** is enabled.
3. If the setting is disabled, click the toggle from left to right, to enable it. The toggle will turn blue when **Turned On**.