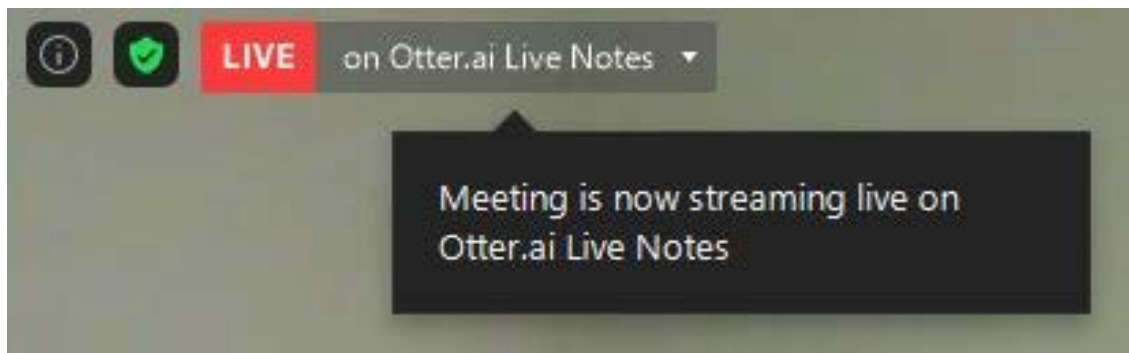
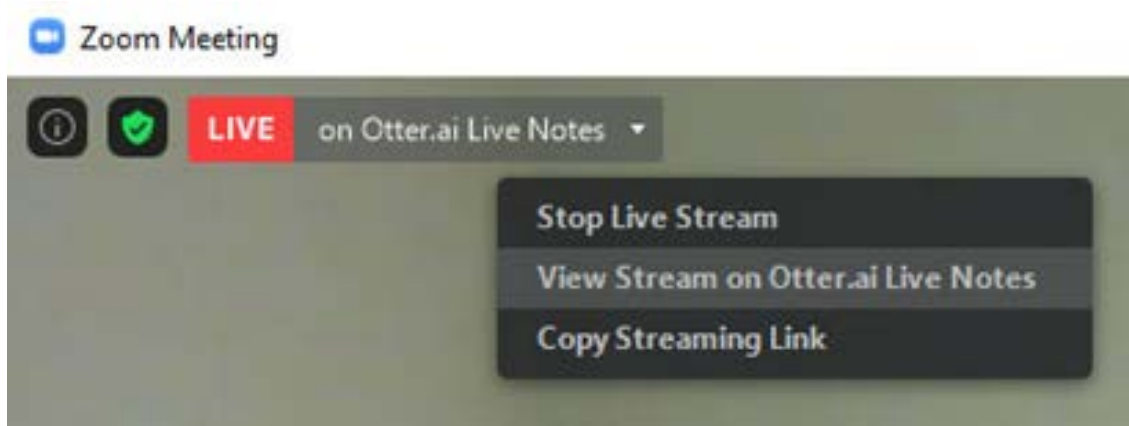


# How to add live transcription to Zoom webinars

**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 Otter.ai Live Notes” if you have an Otter account. If you do not have an Otter account, then click on “Copy Streaming Link.”



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

