

Zoom: subtitles in your language

A quick guide for webinar participants

Zoom calls subtitles captions. They show the speaker's words as text on your screen. Translation changes the written words, not the sound you hear.

These steps are for a computer, using the Zoom app on Windows or Mac, or Zoom in a web browser. The button names below are in English.

Once you have joined the webinar

1. **Turn on subtitles.** Find Show Captions (CC) in the row of meeting buttons. If you cannot see it, click More (...), then Captions or Show Captions.
2. **Open the language menu.** Click the small up arrow (^) beside the captions button.
3. **Switch on translation.** Under Captions and translation, turn Translation on.
4. **Choose the language you want to read,** for example French (France), then click Save.
5. **Read the subtitles** as the speaker talks. Your language choice affects only your own view, not anyone else's.

Please note: Use Translation to choose your reading language. Caption language or Speaking language means the language being spoken. Do not change that setting just to translate the subtitles.

If something is not working

You see "Request captions" instead: Click it. Select Send request with translation if offered, then Send. The organiser needs to approve the request.

The words are too small: In the Windows/Mac app, click the arrow beside captions, then Caption settings. Move the Font size slider towards the larger size.

Some words look wrong: Subtitles and translations are automatic and may contain mistakes.

Official Zoom help

[Viewing translated captions](#) · [Showing captions and making the text larger](#)