



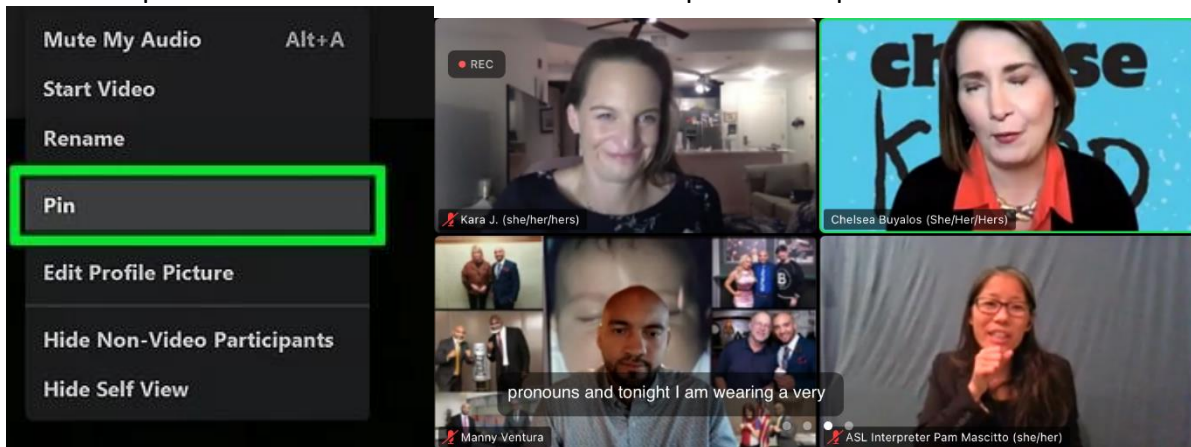
## Boston University Disability & Access Services

### Access Tips for Zoom

Here are some access tips for pinning ASL interpreters in Zoom, and for enabling closed captioning in Zoom: I've made this a somewhat plain doc that you can modify to suit your brand:

#### To Pin a Window

- At the top of your meeting window, hover over the video of the participant you want to pin and click. Generally, the menu for pinning is found as 3 dots in the upper right corner of the window.
- To pin the window identified as the ASL Interpreter for optimal view of the ASL Interpreters, click Pin.

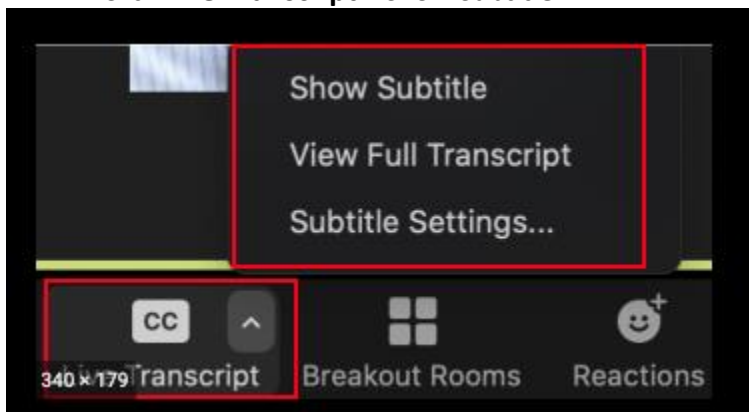


#### To Cancel a Pin

- Click Remove Pin in the upper left corner of any video pinned currently. This will return your view to Active Speaker layout.

#### To View Closed Captions

- Go to the Zoom Webinar features at the bottom of the Zoom Webinar Window.
- Click **Live Transcript + Show Subtitle**



- Closed captions are now enabled and viewable in the lower third area of your viewing window.