

Women participating in a Zoom meeting with three other women

Prayer meetings, coffee groups and Bible studies on Zoom have become the norm and look set to stay. This format has enabled those with disabilities, chronic illness or those who work or have caring responsibilities to attend and be part of the church community online. To support users, Zoom has improved accessibility features within meetings. We've summarised some of the essential tools for hosts and highlighted the ones to share with your meeting participants.

## Accessibility features for hosts

### 1. Captions

Meeting hosts with a [Zoom pro account](#) can turn on [live translation](#) so that a meeting can include subtitles. This can help you create an accessible online experience for all. This feature will provide automatic subtitles when turned on, however, currently only works during meetings, not webinars, where a third party provider such as [Rev](#) can be used.

#### [Enabling closed captioning and live transcription](#)

To enable **Closed captioning** for meetings:

1. Sign in to the Zoom web portal as an admin with the privilege to edit account settings
2. In the navigation panel, click **Account Management** then **Account Settings**
3. Click the **Meeting** tab
4. Under **In Meeting (Advanced)**, verify that **Closed captioning** is enabled
5. If the setting is disabled, click the toggle to enable it. If a verification dialog box appears, click **Enable** to verify the change.

**Note, this feature is enabled for hosts with Zoom pro, Business, or Enterprise accounts.**

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### 2. Multi spotlight

The host can [spotlight](#) multiple videos in a Zoom meeting to highlight an interpreter and speaker so everyone sees them, no matter who is speaking.

#### [How to add multiple spotlights for everyone](#)

To add a spotlight for everyone:

1. In the meeting, hover over the attendee you wish to spotlight

2. Click the **three dots** that appear in the top right once hovered over
3. Click **Spotlight for everyone**
4. Repeat for as many people as you would like to spotlight.

#### To remove a spotlight:

1. Hover over the attendee you wish to remove from spotlight
2. Click **Remove spotlight** in the top left of their video.

**Note, this feature is only available to the host of the meeting.**

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## Accessibility features for participants

### 1. Accessibility settings

Zoom has a range of accessibility features which can be customised by individuals. Font size for chat and captions can be increased, and those using screen readers can customise the settings.

#### How to access and edit accessibility settings

You can view and edit accessibility settings in the Zoom desktop client:

1. First, make sure you have installed Zoom on your laptop or tablet. If not, [download it here](#)
2. Once downloaded, you'll need to **sign in**, or **create an account**
3. Once signed in, click your **Profile picture** then click **Settings**
4. Click on **Accessibility** in the left-hand menu
5. From here, change the font size for captions and chat, and adjust your screen reader settings.

Note, captions will be visible during a meeting where the **host has a Zoom pro account**, and has turned on live translation.

## 2. Video display

Meeting participants can re-order videos on their screen to create a view which is only visible to them. Drag the videos to re-order them while the meeting is in-progress or use Pin to highlight videos no matter who is speaking.

### How to pin one or more videos

To add one or more pinned videos:

1. In the meeting, hover over the video you wish to pin
2. Click the **three dots** in the top right hand corner of the video
3. Click **Pin**
4. Repeat for as many videos as you would like to pin to your view.

To cancel a pinned video:

1. Hover over the video you wish to unpin
2. Press **Remove pin** in the top left hand corner of the video.

We've highlighted only a few of the tools available for meeting hosts and participants. For more, [take a read here](#).

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