# Downloading a Zoom Caption File & Upload it to 3C Media

## In Zoom:

- 1. Login to Zoom
- 2. Go to the Recordings Tab
- Locate the video in question.
   Click on the bluer lettering of the meeting title
- 4. Download the transcript file.
- 5. The caption file will be the VTT file (This may be different on a Mac)
- Now that you have the file, Upload it to the video in 3cmedia.

#### Profile Cloud Recordings Local Recordings Settings Meeting From mm/dd/yyyy To 06/16/2020 All Status Search by ID · Q Export Settings Delete Selected Delete All Account Profile Topic ID Start Time File Size Reports Nicole Avina's Zoom Me Jun 11, 2020 2 Files (4 MB) Share... 05:25 PM More -Attend Live Training May 28, 2020 4 Files (1.01 May 2020 In-service Share.. Video Tutorials 01:23 PM GB) More -Knowledge Bas May 28, 2020 4 Files (4.2 GB) Share. May 2020 In-service My Recordings > May 2020 In-service May 2020 In-service / A Share May 28, 2020 01:23 PM Pacific Time (US and Canada) ID: 97 0 total views - 0 total downloads Recording Analytics Recording 1 4 files 1.01 GB Shared screen with speaker view 1,004 MB J Audio only 25 MB Audio transcript 1 0 盲 67 KB Chat file 2 KB > 🐛 Local Disk (C:) ~ < Ronama File name: GMT Save as type: VTT File Save Cancel ∧ Hide Folders

HOST A MEETING -

### In 3C Media:

- 1. Locate your video
- 2. Select "Edit Media"



### 3. Here you can upload a caption file (Formats accepted: SRT, VTT, webVTT)

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