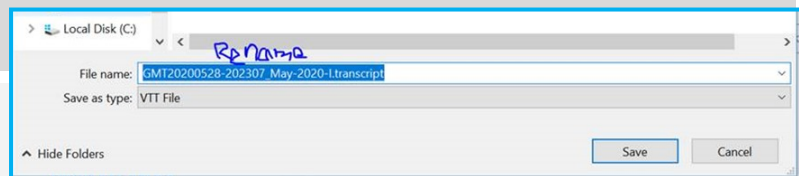
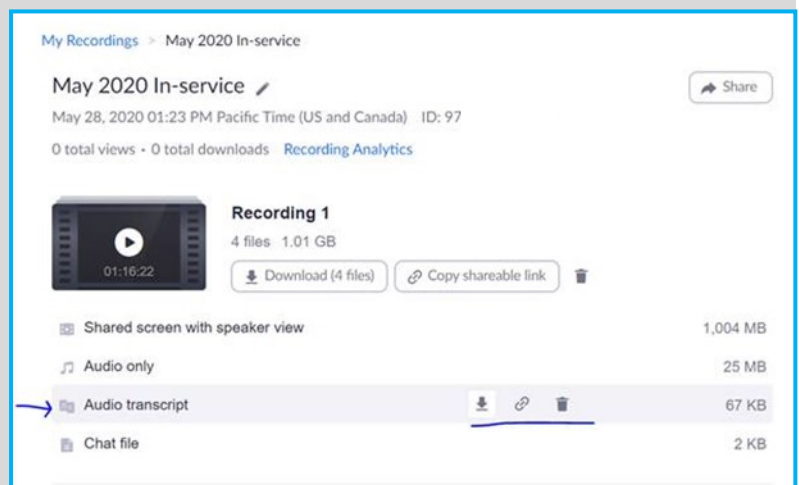
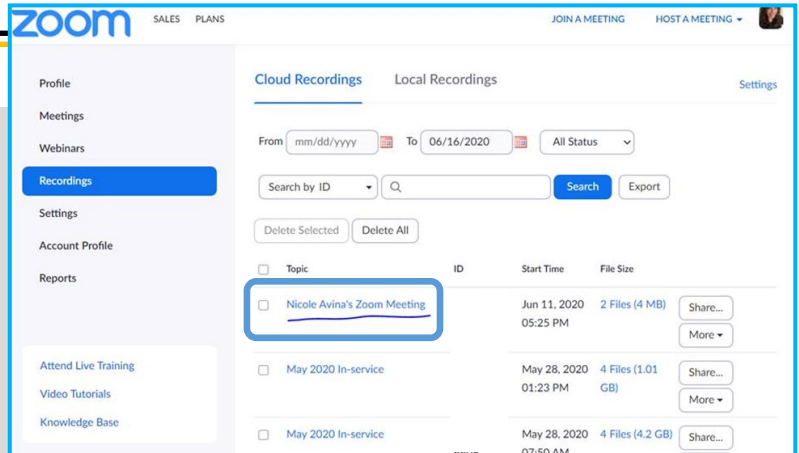


Downloading a Zoom Caption File & Upload it to 3C Media

In Zoom:

1. Login to Zoom
2. Go to the Recordings Tab
3. 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)
6. Now that you have the file, Upload it to the video in 3cmedia.



In 3C Media:

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

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

