

Live Captioning Guide

The Climate Action Council meeting will include live captioning in multiple languages. To view live captions during the meeting, attendees can join the presentation through PowerPoint Live using a computer or smartphone. This guide details the steps to join the PowerPoint Live presentation to take advantage of the automated captioning and translation services.

There are two main steps: joining the meeting and selecting language.

Step 1. Join the meeting

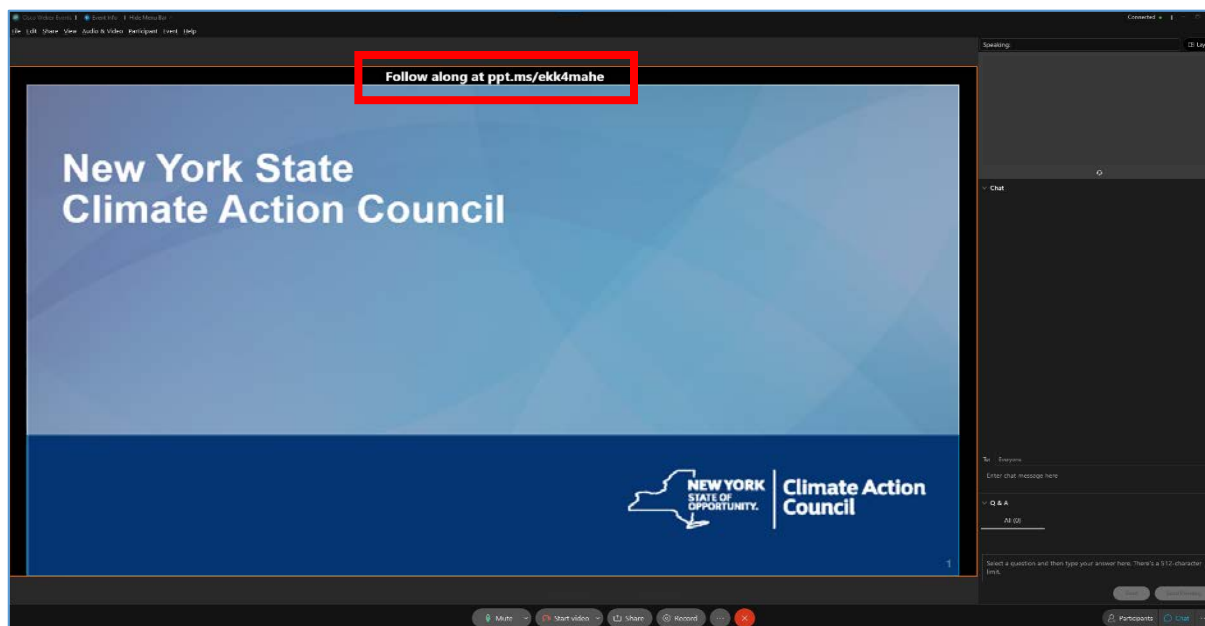
There are three options for how to join the meeting.

1: Join the Meeting on a Computer or Smartphone

To view live captioning and translations, you must first join the Climate Action Council meeting via WebEx on your computer or smartphone. The information and meeting link can be found on www.climate.ny.gov.

2 (Option 1): Join the Meeting by Typing the PowerPoint Live URL into a Browser

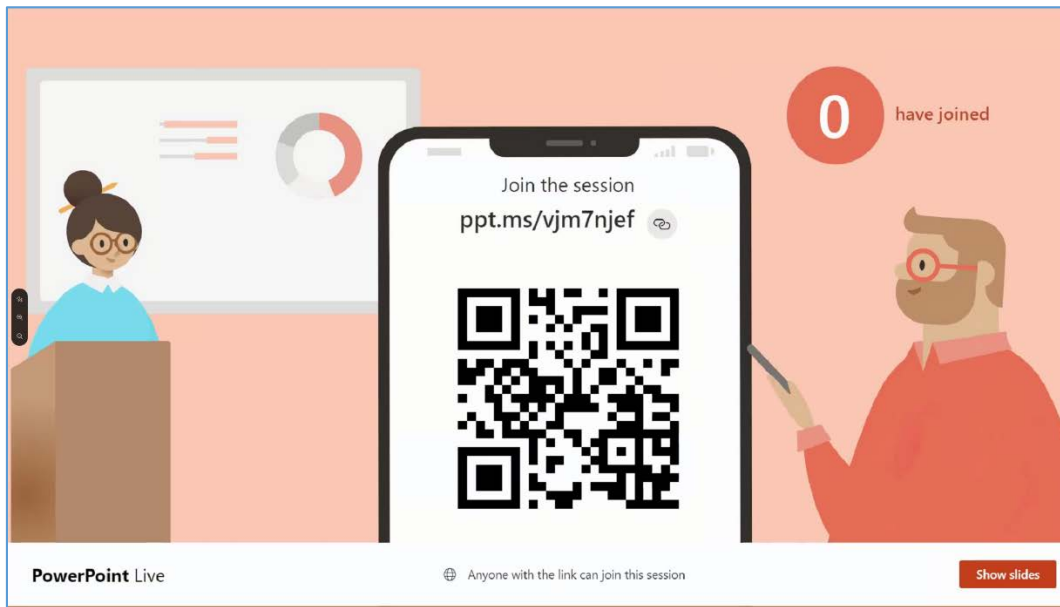
Once the meeting has started, a short URL will be displayed at the top of the presentation screen in WebEx. This URL code will be available at the top of the screen throughout the meeting. Note: this URL will be different for each CAC meeting.



1. Type the URL exactly as it is displayed into a new web-browser window on your computer or smartphone and load the page.
2. The page should now show the presentation slide with captioning at the side.

2 (Option 2): Join the Meeting by QR Code

As an alternative to typing the PowerPoint Live URL into your web browser, you can also join by scanning the QR code using a smartphone. Toward the beginning of each meeting, the meeting host will display a QR code to help participants and attendees join the PowerPoint Live presentation on their smartphones.

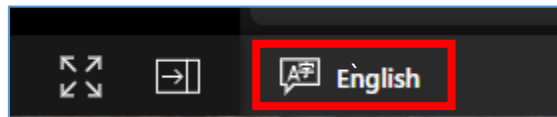


1. Open your smartphone's camera.
2. Point your smartphone's camera at the QR code displayed on the screen, making sure the code is in focus.
3. A popup should appear. Tap on the popup to open the PowerPoint live webpage to join the meeting. Follow the instructions above to view the live captions and translation.

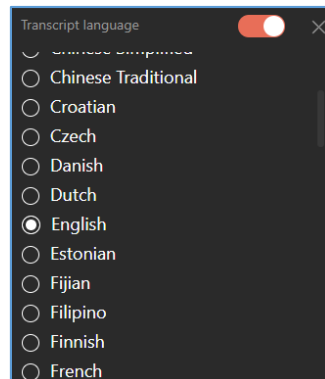
Step 2: Select the Language

PowerPoint Live enables you to select from 60 different languages for the live captioning.

1. In the bottom-right hand corner of the window, find the translation icon. When the page is first loaded, the word "English" will appear next to the icon.



2. Click on the icon to open the menu of languages. You may need to scroll up or down to find your desired language. Please note, not all languages are currently available.



Troubleshooting

For troubleshooting challenges in viewing the PowerPoint Live Captions, please visit <https://support.microsoft.com/en-us/powerpoint>