ON24 EVENT/MEETING CAPTION EMBED INSTRUCTIONS

Adding Closed Captioning to On24 is easy with VITAC's ICS service. Ensure all of your participants have proper access in these easy to follow steps:

1. Log into your On24 "Webcast Portal."

2. Create a new webcast by selecting the "Create New" ⊕ option on the left-hand side. Add the necessary information to the On24 Window shown below, and then select "Create":

3. Under the newly created webcast, select "Console Builder":

4. Select "Widgets" ▦ from the top tool bar shown above to bring up the "Widget Manager":
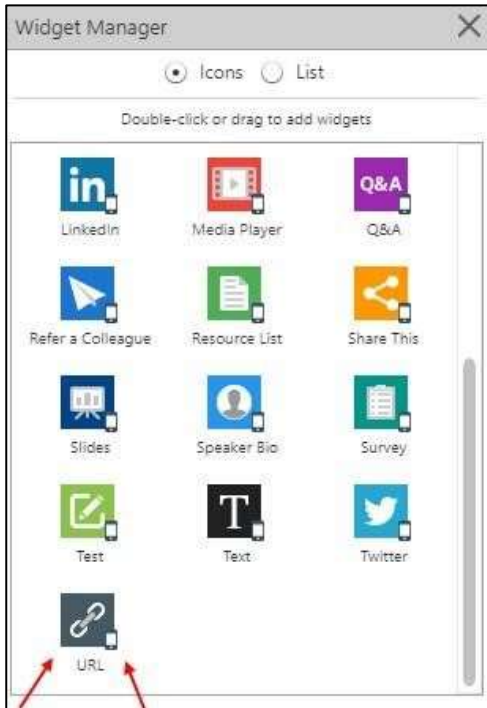
5. Under "Widget Manager," please double click "URL" located at the very bottom of the window. This will open the "URL" window.

Once open, select "Settings > Configuration" option at the top of your URL window as shown below:

6. Insert the embedded link in the URL window. To create the embedded link, add your event ID (provided in your confirmation email) to the following URL:

http://www.captionedtext.com/client/embed.aspx?EventID=YourUniqueID

Example: https://www.captionedtext.com/client/Event.aspx?EventID=999999998

Select "Save" and your participants should now have access to the Caption Window.

Read more about creating and using our embed link here: https://www.captionedtext.com/Embedded.aspx