



# Accessibility Features in Microsoft Teams

*Last updated: Jan 22, 2024*

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The University of Windsor provides Microsoft Teams as a videoconferencing platform for instructors, staff, and students. Additionally, instructors can set up Teams classes for the purpose of hosting lectures, sharing files, and other classroom activities.

### Live Captions and Live Transcription

Microsoft Teams allows the use of live captions and live transcriptions within meetings. Live captions are viewable while the meeting is live, and live transcripts can be viewed even after meetings end.

For more information about using live captions, see "[Use Live Captions in Microsoft Teams Meetings](#)". For using live transcriptions, see "[View Live Transcription in Microsoft Teams Meetings](#)".

### Immersive Reader

Immersive Reader in Microsoft Teams allows users to change the appearance of a message text and have a narrator to narrate the text. To learn how to use the feature, see "[Use Immersive Reader in Microsoft Teams](#)".

### Keyboard Shortcuts

Microsoft Team can be navigated using a keyboard through the keyboard shortcuts. The shortcuts for different operating systems can be seen in "[Keyboard Shortcuts for Microsoft Teams](#)".

### Sign Language View

In meetings, meeting co-organizers can set up Sign Language View for designated sign language interpreters to remain in the center stage of the meeting view. To learn more, see "[Use Sign Language View in Microsoft Teams](#)".

### Spotlight

Microsoft Teams users can also highlight specific participant's video feed to the center stage of the meeting view using the Spotlight feature. To learn how, see "[Spotlight Someone's Video in Microsoft Teams Meetings](#)".

### Screen reader Support

Microsoft has created an overview article for people using screen reader programs in Teams on various operating systems. See "[Screen reader Support for Microsoft Teams](#)" for more information.

### Personal Settings

Teams allow users to configure their accessibility settings, such as enabling high contrast theme and teletypewriter mode. This can be accessed through Teams **Settings > Appearance and accessibility**.



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### Resources for Accessibility

Microsoft has created an article, "[Make your Microsoft Teams Meetings Calls and Messages Accessible to People with Disabilities](#)". Microsoft's [Accessibility Center](#) also provides information on other accessibility tools in Teams.