Microsoft Teams: Accessibility Features

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Microsoft Teams is a messaging and collaboration app used at Bryn Mawr College along with other Office365 tools apps. This article contains an overview of the accessibility features on Microsoft Teams. Visit the Microsoft website for a comprehensive list ⧉ of the the accessibility features available in Teams.

Use live captions

Live captions make Teams meetings more inclusive for participants who are deaf or hard-of-hearing, have differing levels of language proficiency, or are in places with loud background noise.

### Turn captions on and off on a desktop or laptop device

1. In meeting controls, click More options
2. Click Turn on live captions or Turn off live captions accordingly
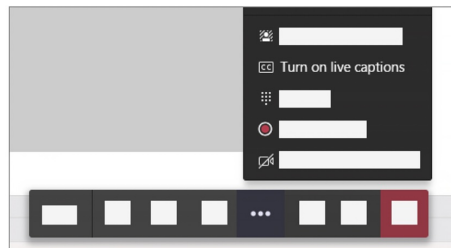
Note: Live captions are only available in English (US). For best caption results, speak clearly, slowly, and directly into the microphone, and avoid having multiple people speak at the same time.

Turn captions on and off on a mobile device

1. In meeting controls, click More options
2. Click Turn on live captions or Turn off live captions accordingly.
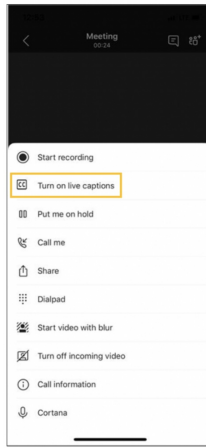
> **Note:** Live captions are only available in English (US). For best caption results, speak clearly, slowly, and directly into the microphone, and avoid having multiple people speak at the same time.

> **See also:**
>
> - Visit the Microsoft website for more information⧉ about using live captions in Teams.

Reduce background noise

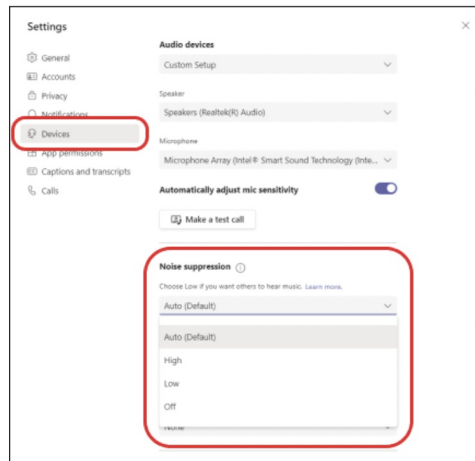Teams offers four levels of noise suppression to limit background noise in meetings.

- **Auto (default):** Teams automatically decides the best level of noise suppression
- **High:** suppresses all background noise that isn't speech
- **Low:** suppresses persistent background noise, such as a fan. Use this level for playing music
- **Off:** no noise suppression. Use this level for high-fidelity microphones in low noise environments.

From the Teams menu

To set the noise suppression level from the main Teams menu:

1. Click **More options** in the top right of the Teams window
2. Click **Settings** from the menu
3. Click **Devices** from the menu at the left
4. Under **Noise Suppression** click the dropdown menu and click the desired noise suppression level.

Once the noise suppression level has been changed from the main Teams menu, it carries over to subsequent meetings.

For macOS devices using an M1 ARM processor

To change the noise suppression level from the main Teams menu for Mac devices using an M1 ARM processor.

> **Note:** Mac devices using an M1 ARM processor include: Macbook Air, Macbook Pro, Mac mini, and iMac.

1. Click **Settings and more** in the top right of the Teams window
2. Click **Settings** from the menu
3. Click **Devices** from the menu at the left
4. Click the toggle button next to **Noise Suppression**; when the dot is on the right, noise suppression is on.
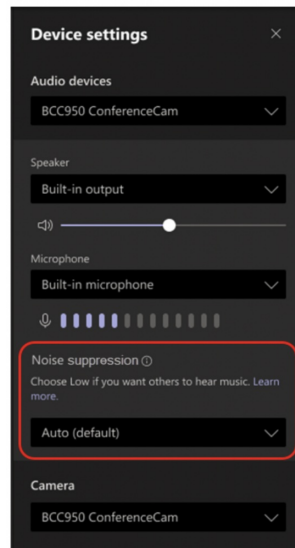
Once the noise suppression level has been changed from the main Teams menu, it carries over to subsequent meetings.

From a meeting window

To set the noise suppression level from a meeting window:

1. Click More options in the meeting controls
2. Click Device settings
3. Under Noise Suppression click the dropdown menu and click the desired noise suppression level.

Use the Immersive Reader

The Immersive Reader reads posts, chat messages, and assignments out loud.

Launch Immersive Reader from a message

1. Hover over a chat message with the cursor, or tap it on a touch screen device
2. Click **More options**
3. Click **Immersive Reader**, which launches Immersive Reader in full-screen view
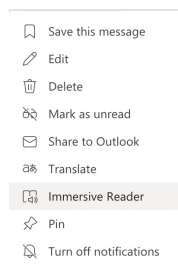
Launch Immersive Reader from an assignment as a student

1. Open an assignment
2. Click **Immersive Reader**, which launches Immersive Reader in full-screen view

Launch Immersive Reader from an assignment as an educator:

1. Open an assignment
2. Click **Student View**
3. Click **Immersive Reader**, which launches Immersive Reader in full-screen view

Questions?

If you have any additional questions or problems, don't hesitate to reach out to the **Help Desk**!

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