

Microsoft Teams: Accessibility Features

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Microsoft Teams is a messaging and video app that Bryn Mawr uses for internal collaboration. This article covers some of the most commonly used accessibility features in Microsoft Teams. Visit Microsoft's website for a [comprehensive list](#) of the the accessibility features 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. Depending on what type of device you're using, the methods for enabling captions are slightly different.

Note: Users can only enable captions for themselves within Teams. [This is unlike Zoom](#), where all participants have access to captions if any one participant enables them.

Enable captions on a desktop or laptop

Enable captions on a mobile device

Reduce background noise

Teams offers noise suppression to limit background noise in meetings. This feature is automatically enabled for all meetings, but in case you ever turn it off, you can turn it back on in the following ways:

In the Teams app (desktop or laptop only)

On the Teams website

In a Teams meeting

Use the Immersive Reader

The Immersive Reader in Teams can be used to have posts and chat messages read aloud.

Enable immersive reader

Questions?

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

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