

# Microsoft Teams – Accessibility & Inclusion Tools



# Accessibility and inclusion

## What is accessibility?

- Can something be used by people of all abilities?
- Physical or digital tools

If accessibility isn't a priority – people will be excluded, not included.

All experiences will be different.



# Inclusion

## What does it mean to be inclusive?

- Embracing disabilities and differences from the beginning
- Accessibility built in, not bolted on

# Keyboard Shortcuts within Teams

Many users find that using an external keyboard with keyboard shortcuts for Microsoft Teams helps them work more efficiently. For users with **mobility** or **vision** disabilities, keyboard shortcuts can be easier than using the touchscreen and are an essential **alternative** to using a mouse.

## General

Show keyboard shortcuts	Ctrl	.	Go to Search	Ctrl	E		
Show commands	Ctrl	/	Open filter	Ctrl	Shift	F	
Goto	Ctrl	G	Open apps flyout	Ctrl	`		
Start new chat	Ctrl	N	Open Settings	Ctrl	,		
Open Help	F1	Close	Escape				
Zoom in	Ctrl	=	Zoom out	Ctrl	-		
Reset zoom level	Ctrl	0	Report a problem	Ctrl	Alt	Shift	R
Sign out	Ctrl	Shift	Q				

# Keyboard Shortcuts within Teams

## Navigation

Open Activity

Ctrl 1

Open Chat

Ctrl 2

Open Teams

Ctrl 3

Open Calendar

Ctrl 4

Open Calls

Ctrl 5

Open Files

Ctrl 6

Open Crisis Communication

Ctrl 7

Open Company Communicator Test

Ctrl 8

Go to previous list item

Alt ↑

Go to next list item

Alt ↓

Move selected team up

Ctrl Shift ↑

Move selected team down

Ctrl Shift ↓

Go to previous section

Ctrl Shift F6

Go to next section

Ctrl F6

# Keyboard Shortcuts within Teams

## Meetings, Calls & Calendar

Accept video call



Accept audio call



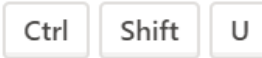
Decline call



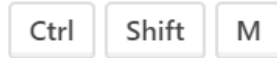
Start audio call



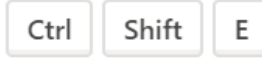
Start video call



Toggle mute



Start screen share session



Toggle video



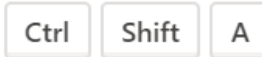
Go to sharing toolbar



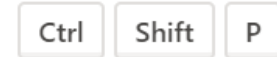
Decline screen share



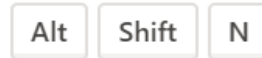
Accept screen share



Toggle background blur



Schedule a meeting



Go to current time



Go to previous day/week



Go to next day/week



View day



View work week



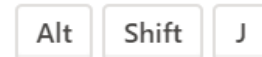
View week



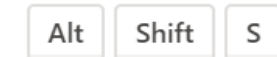
Save/send meeting request



Join from meeting details



Go to suggested time



# Keyboard Shortcuts within Teams

## Messaging

Go to compose box

C

Expand compose box

Ctrl

Shift

X

Attach file

Ctrl

O

Search current Chat/Channel  
messages

Ctrl

F

Reply to thread

R

Send (expanded compose box)

Ctrl

Enter

Start new line

Shift

Enter

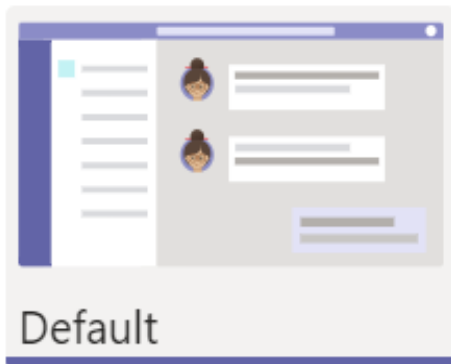
# Themes within Teams

To see or change your Teams software settings, click your profile picture at the top of the app.

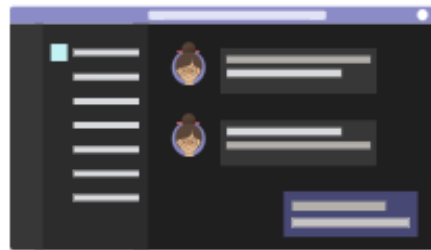
When you go into “Settings” under “General”, you can view and change the theme of your Teams Application.



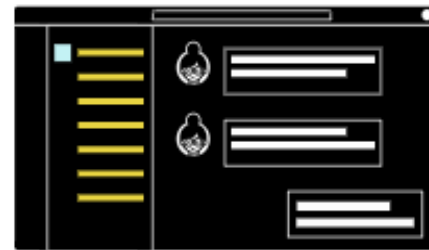
## Theme



Default



Dark



High contrast

If it's hard to see what's on the screen, apply a different theme. Themes change the colour palette on the screen and can help you distinguish between things that differ only by colour.

Boost contrast — whether you have colour-blindness, light sensitivity, or a visual preference, with themes you can customize your screen's colour palette.

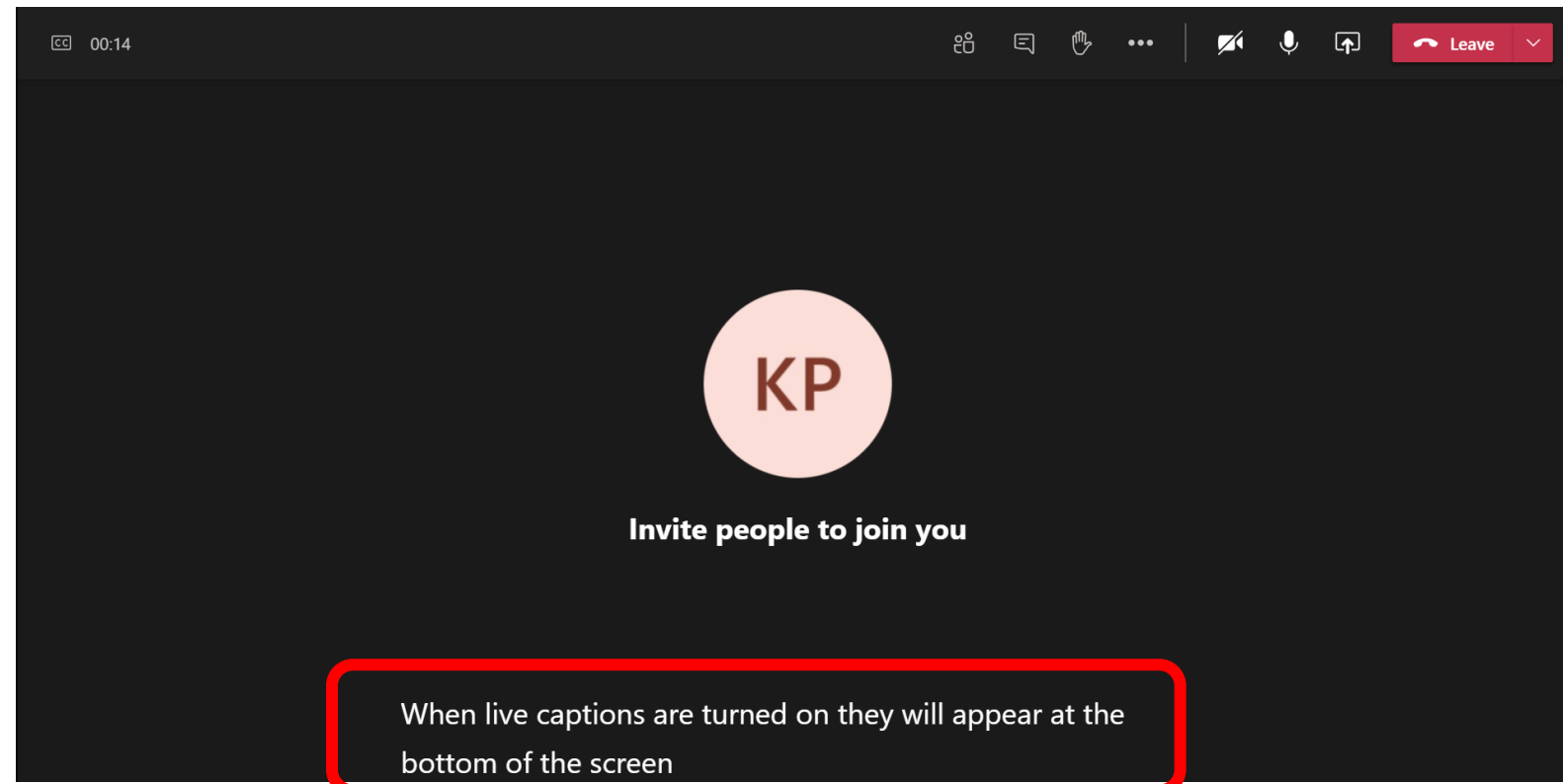
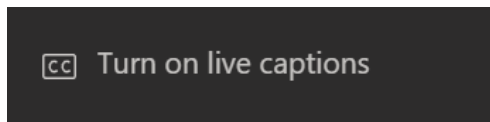


# Live Captions – Teams Meetings

Teams can detect what's said in a meeting and present real-time captions.

Live captions can make your meeting more inclusive to participants who are deaf or hard-of-hearing, people with different levels of language proficiency, and participants in loud places by giving them another way to follow along.

To use Live Captions within a meeting, click on the 3 dots on your control panel > **Turn on Live Captions**



# Backgrounds – Teams Meetings

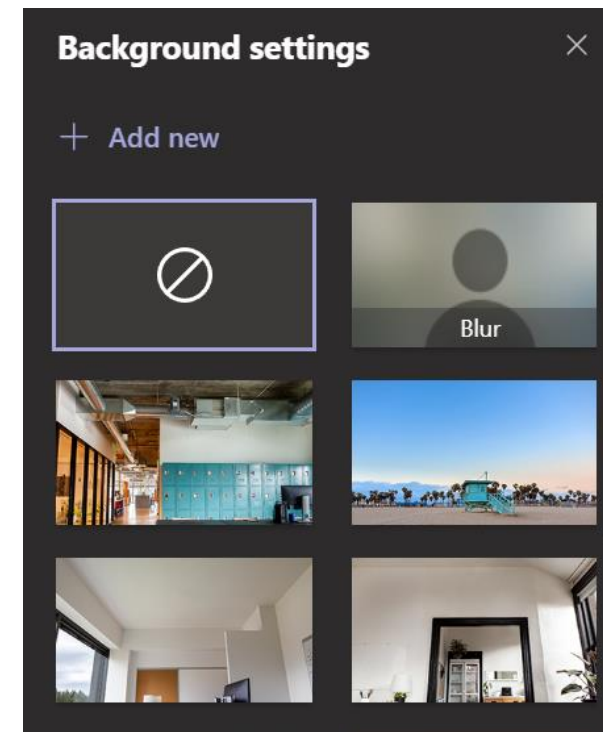
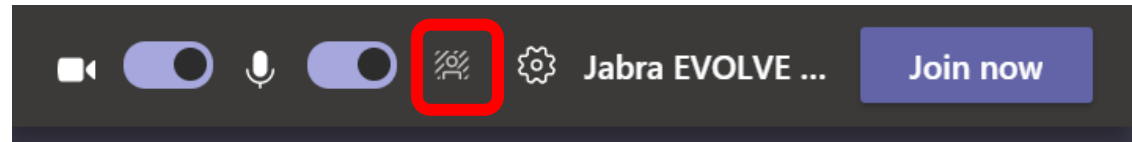
If you want to change what appears behind you in a video conference, you can either blur your background or replace it entirely with any image you want.

This means that only your face will be in focus on the video conference, and anything behind you will not be seen by other participants – this is useful for covering any information or things you don't wish to share.

While you're setting up your video and audio before joining a meeting, select **Background effects**. It's just to the right of the mic switch. Your background options will display on the right.

Choose **Blur** to blur your background. You'll appear nice and clear while everything behind you is subtly concealed. You can also replace your background with one of the images provided, or with one of your own choosing.

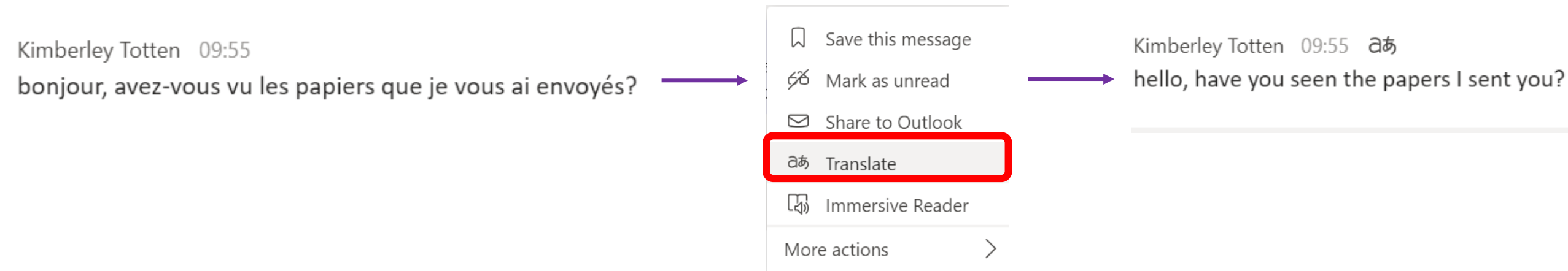
To use an image of your own, choose **Add new** and then select one to upload from your computer.



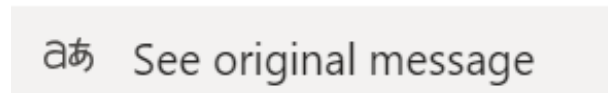
# Translating a message

If you receive a message on Teams that is in another language, whether it's from a channel or a chat, you are able to translate that message.

To do so, click on the 3 dots beside the message, and click "Translate"



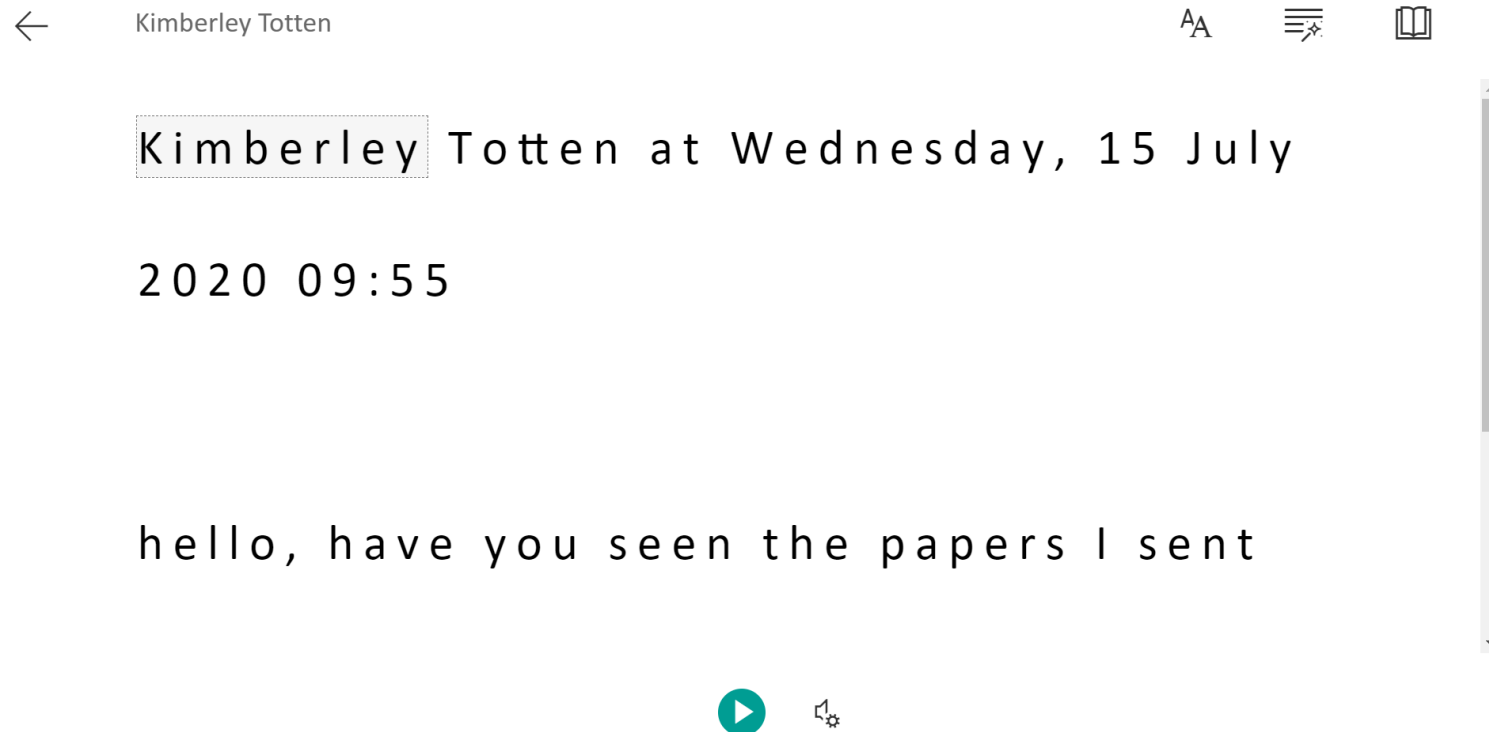
To change the message back to its original language, you can follow the above steps, but instead of "Translate" you will click "See original message"



# Immersive Reader

Immersive reader is a tool that makes reading text easier, especially for those with any visual or reading impairments. You use this tool when reading messages in Teams by clicking on the 3 dots beside a message and clicking "Immersive reader".

Teams opens the message in full-screen mode. You can scroll through the text or have it read to you, with options to select a Male or Female voice and different speeds. It will automatically start reading from the beginning of the text, but if you have a specific word highlighted then it will begin reading from there.



# Immersive Reader

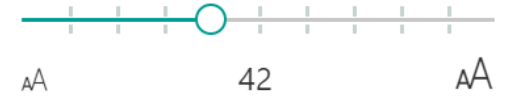
While in Immersive Reader, you can change the format of the text, from the icons along the top of the screen.



The first icon allows you to change the size of the text on screen, change the spacing, choose a font and change the colours.

These settings are useful to make the text more visible to the individual.

## Text Size



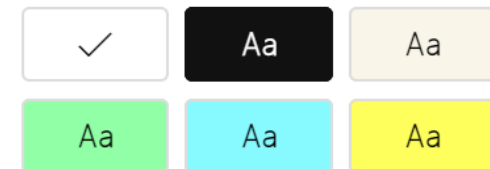
## Increase Spacing



## Font

- Calibri
- Sitka
- Comic Sans

## Themes



More colors ▾



# Immersive Reader



The second icon allows you to make syllables visible in the text and you can also highlight the text in different colours, each colour representing a different form of speech.

Syl-la-bles



Parts of Speech



nouns



verbs



adjectives



adverbs



Show labels

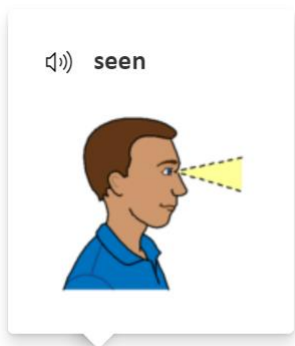


# Immersive Reader



The final icon along the top is where you can set line focus – so the screen will only focus on specific lines of text – you can turn on/off Picture Dictionary, and you can choose a language to translate the text into if required.

Picture Dictionary allows you to click on a word and see a related picture, this helps people to understand the text.



seen the

Line Focus



Picture Dictionary

© Boardmaker



Translate

Choose a language



By word



Document

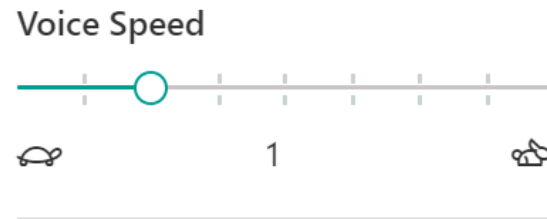


# Immersive Reader

At the bottom of the screen you also have the play button, which will start the aloud reading, and you also have the voice settings.



The voice settings allows you to change the speed of the voice that is reading, and you can also choose if the voice is male or female.



## Voice Selection

- Female
- Male



# Zoom in & out of Teams

Use your keyboard or mouse to make the Teams interface bigger or smaller, using the same familiar controls you might already be using with your browser. This helps to make whatever is on your screen more visible and easier to read.

Action	Windows	Mac
Zoom in	Ctrl+=	Command+=
	<i>or</i>	<i>or</i>
	Ctrl+(rotate mouse wheel up)	Command+(rotate mouse wheel up)
Zoom out	Ctrl+-	Command+-
	<i>or</i>	<i>or</i>
	Ctrl+(rotate mouse wheel down)	Command+(rotate mouse wheel down)
Reset zoom	Ctrl+0	Command+0

# Using Screen Reader with Teams

Use Microsoft Teams with your keyboard and a screen reader to work seamlessly with your team.

Open Microsoft Teams desktop app

1. On your computer, press the Windows logo key, and type Microsoft Teams.
2. You hear: "Microsoft Teams, app." To open the app, press Enter.
3. When you hear the login window, type your work, school, or Microsoft account in the **Sign-in address** field.
4. Press the Tab key to move to the **Sign in** button and press Enter to select.
5. You're prompted to select the sign-in account and method you want to use. Press the Tab key until you hear the option you want, and then press Enter.
6. Depending on the sign-in method, follow and act on the prompts as the screen reader announces them.

# Using Screen Reader with Teams

Change your availability status

1. Press Ctrl+E to move the focus to the **Search** field, and then press the Tab key.

You hear: "Profile, app settings, and more, menu item."

2. Press Enter. You hear your current availability status.

3. Press Enter to open the status options menu. Press the Up or Down arrow key until you hear the status option you want, and press Enter to apply your selection.

Your availability status is changed and the focus returns to Profile and app settings menu item.

# Using Screen Reader with Teams

Find and read new messages in a channel

1. To access the **Teams** view, press Ctrl+3.
2. Press the Tab key until you hear the newest message in the current channel.
3. To move up or down in the message list, press the Up or Down arrow key.

Navigate and read threaded conversations

Unlike private chats, conversations in channels are threaded. This means that all replies are contained to each individual post instead of the free-flowing conversation style in the **Chat** view.

1. If the conversation you're in is a threaded conversation, the screen reader announces it. To open the threaded conversation, press Enter. You hear the first message in the thread.
2. To move between messages in a threaded conversation, press the Up or Down arrow key. Your screen reader reads the messages as you move through them.
3. To open a message for further actions, press Enter. To move the focus back to the threaded conversation, press Esc.

# Using Screen Reader with Teams

Join an existing public team

1. In Microsoft Teams, press Ctrl+3 to access the **Teams** view.
2. Press the Tab key to move to the **Join or create a team** button, and press Enter. The focus moves to the **Create a team** tile in the **Join or create a team** view, if the team creation functionality is open to you, or to the **Join a team with a code** tile if it is not. If necessary, to move focus out of the **Enter code** text field, press Esc.
3. To search for a team to join, press Shift+Tab until you hear: "Search for teams."
4. Type the name of the team you'd like to join, and then press Enter to submit your search.
5. Press the Tab key until you hear the first result.
6. Use the Right or Left arrow key to cycle through the search results.
7. When on the team you want, press Enter to join.
8. You are added to the team and you can find the team in your list of teams in the **Teams** view.

# Using Screen Reader with Teams

Sign out of Microsoft Teams

1. Press Ctrl+E to move to the Search field.
2. Press the Tab key until you hear "Profile, app settings and more," and press Enter.
3. Press the Down arrow key until you hear the sign-out option and then press Enter.