

Enable Closed Captions

(A Guide for our Parents and Community)

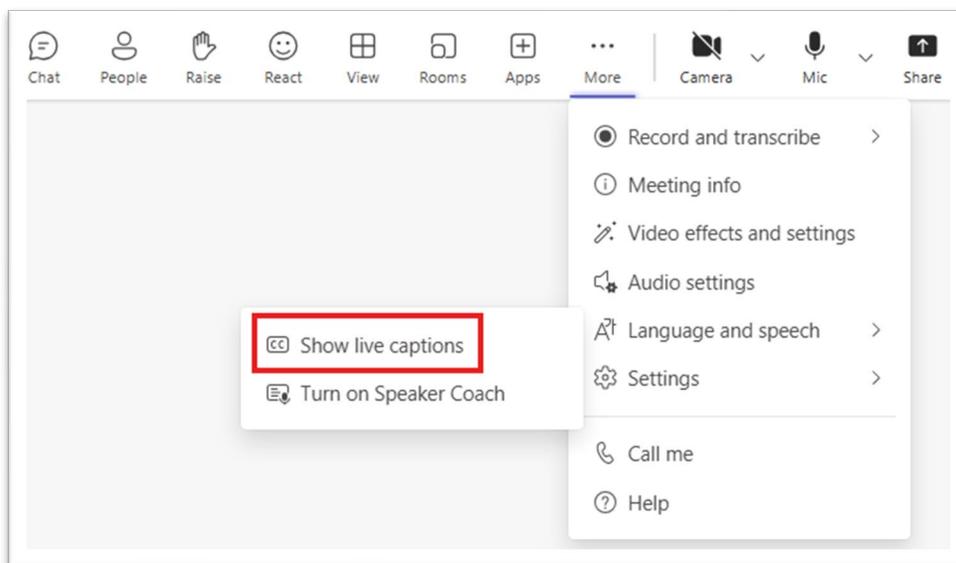


Microsoft Teams has built-in closed captioning you can turn on from the meeting controls once you have joined the meeting. Please see the instructions below to turn closed captions on/off:

Turn Closed Captions On

To use live captions in a meeting, go to your meeting controls at the top of the screen:

1. Select **more actions** (...)
2. In the more actions drop-down, select **Language and speech**.
3. Then select **Show live captions** [CC]



Turn Closed Captions Off

To stop using live captions, go to your meeting controls:

1. Select **more actions** (...)
2. In the more actions drop-down, select **Language and speech**.
3. Then select **Hide live captions** [CC]