

## **ACCESSIBLE TECHNOLOGY**

### **Screen Reader**

MS Teams is also compatible with Screen readers so if an employee / student has a screen reader like Dragon then it should be compatible for them to use. Find further information here:

<https://support.microsoft.com/en-us/office/use-a-screen-reader-to-explore-and-navigate-microsoft-teams-47614fb0-a583-49f6-84da-6872223e74a0#picktab=windows>

### **Keyboard Shortcuts**

Keyboard shortcuts and screen readers make Office apps accessible to users with low or no vision. For more information on how Keyboard Screenshots may be able to assist click here:

<https://support.microsoft.com/en-us/office/use-a-screen-reader-and-keyboard-shortcuts-with-office-apps-4aba5a56-f80c-4a6b-a584-d0f415471617>

For more information and support on Accessibility and Microsoft Teams, click here: <https://support.office.com/en-us/article/Accessibility-support-for-Microsoft-Teams-d12ee53f-d15f-445e-be8d-f0ba2c5ee68f>

Please note that New Office 365 and features on Teams are still being released so there may be even more functionality in the coming weeks.

### **Other Accessible Technology**

MS Teams has some great features to support new ways of working, with great functionality and ways to make work even more accessible for all staff.

But please be aware that there are also a number of different apps and software which may be more familiar and which can support our members of staff whilst remote working.

## Skype

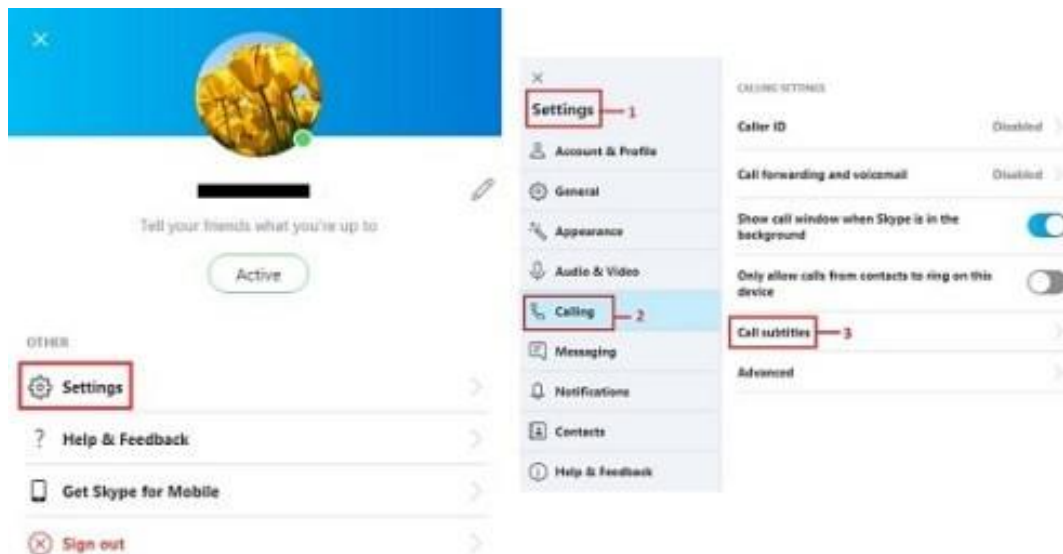
**I find the captions feature on Teams really helpful but as it isn't a function on direct chats I find it difficult to have non-meeting conversations with colleagues. Can I use another program which facilitates allow live captions?**

Yes, Skype offers both live captions and subtitles which let you read the words that are spoken during an audio or video call.

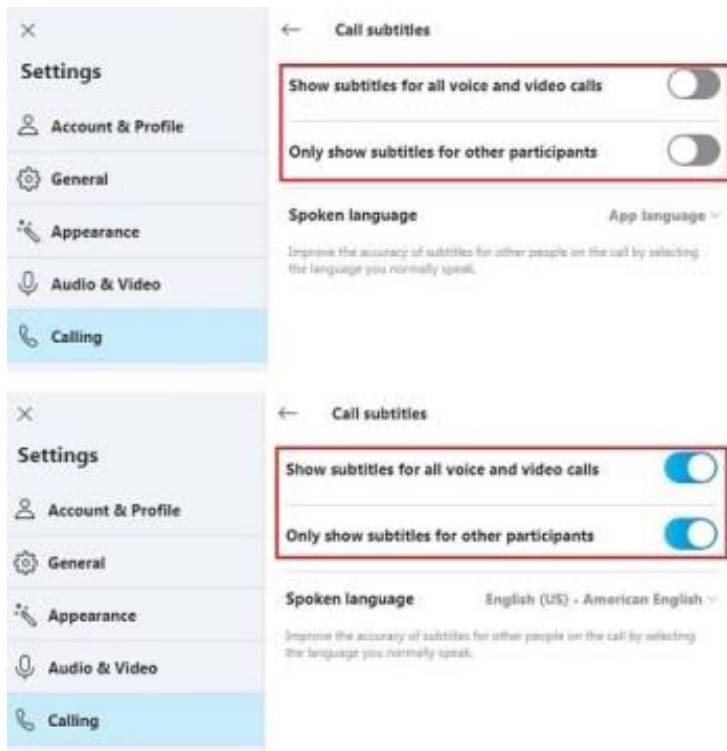
The latest version of Skype (Version 8 for apps) means you can now easily toggle the subtitles on and off during audio and video calls, even if they're just with one other person and not during a team meeting.

### **How do I turn on Live Captions in Skype?**

Select your profile picture, select "Settings", "Calling" and select "Call Subtitles"



Toggle on “Show subtitles for all voice and video calls”. Toggle Only Show subtitles for other participants on if you only want to see subtitles for other participants and not for yourself.



Alternatively, during a live video to turn live captions and subtitles: During an audio or video call, select the “more +” button and select “Turn subtitles on”.

### **Is it possible to view the subtitle history to go back over what was said?**

Yes, helpfully you can view your subtitle history during a call so you can check what was said before, or assist in making notes.

To view subtitle history, select the chevron above where your subtitles are shown and a side panel on desktop or call history panel on mobile will open displaying your subtitle history for that call.

For further guidance please follow this link:

<https://support.skype.com/en/faq/FA34877/how-do-i-turn-live-captions-subtitles-on-during-a-skype-call>

## **Roger Voice**

Roger Voice is another Speech to Text (STT) phone calling service.

Automated STT translations like Skype are available.

Further information available here: <https://rogervoice.com/en/>

## **Ava**

Ava is a group conversation STT app. It allows each person in the group to join a forum and use their own devices to translate what they're saying into text.

Each person's transcript is colour coded with their name (much like other text-based group conversations, so that you know who's saying what).

Further information available here: <https://www.ava.me/>

## **Hearing Helper**

Hearing Helper (ios only) is a live STT translation app, most useful for one-to-one conversations or transcribing speech for notes. It is only available on Apple devices.