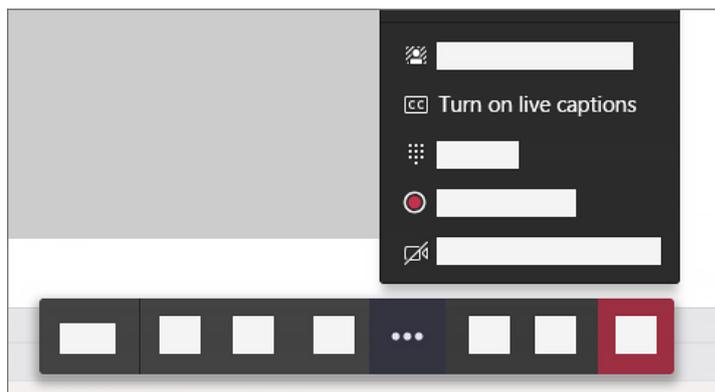


Accessibility Guide for Microsoft Teams

Using live captions in a Teams meeting

To use live captions in a meeting, go to your meeting controls and select **More options** **⋮** > **Turn on live captions**.

To stop using live captions, go to the meeting controls and select **More options** **⋮** > **Turn off live captions**.



Change your background for a Teams meeting

If you want to change what appears behind you in your video, you can either [blur your background](#) or replace it entirely with any image you want.

Go to your meeting controls and select **More actions** **⋮** > **Apply background effects**.

Add someone to a call in Teams

To add someone new to a group call (such as an interpreter, colleague or friend) select Show participants **⋮** in your call controls, then type their name or phone number in the search box.

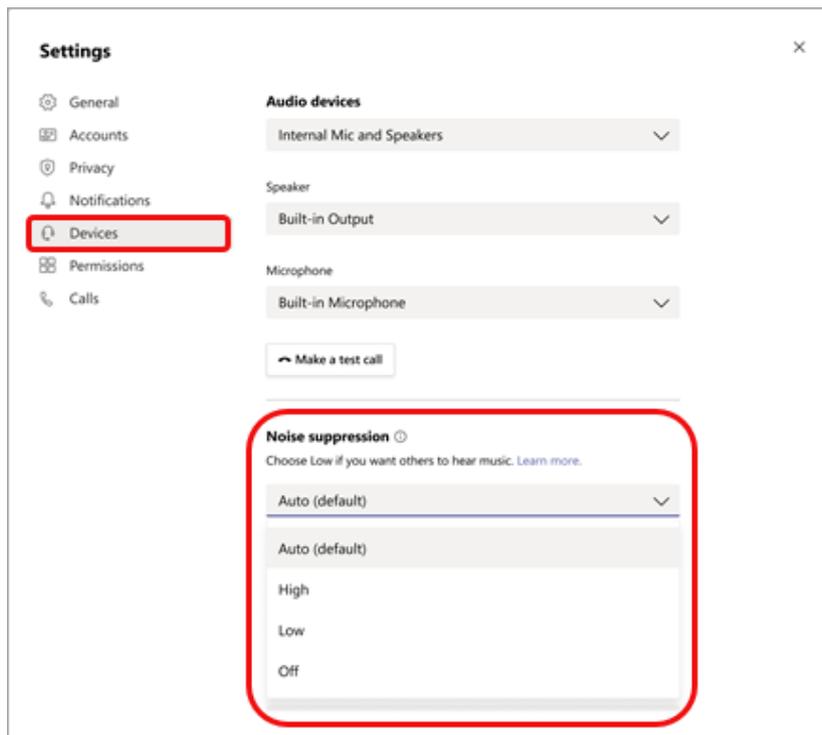


Reduce background noise in Teams meetings

You can change this setting at any time. Once changed, the setting carries over to your next meeting or call.

To affect the noise suppression level for a meeting you're currently in, use the second procedure.

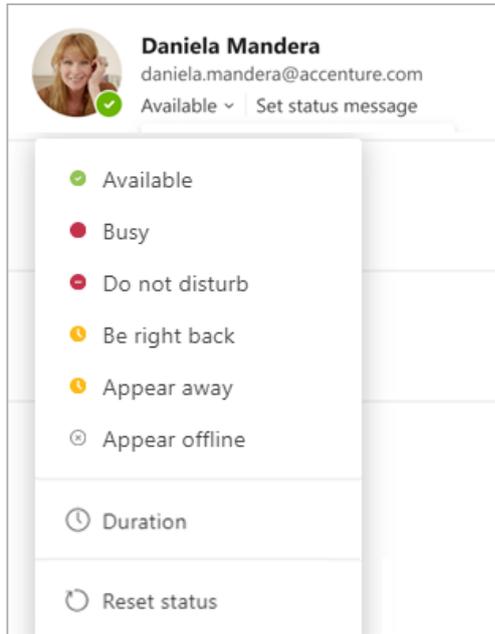
1. Select your profile picture at the top right of Teams and then select **Settings**.
2. Select **Devices** on the left and then, under **Noise suppression**, select an option.



Change your activity status in Teams

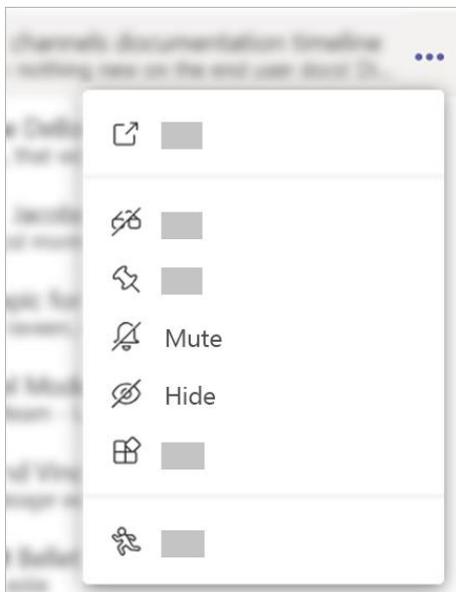
If you want to make sure people know when you're *busy* or *away* from your desk, set your status in Teams. The little dot on your profile indicates if you're available or not.





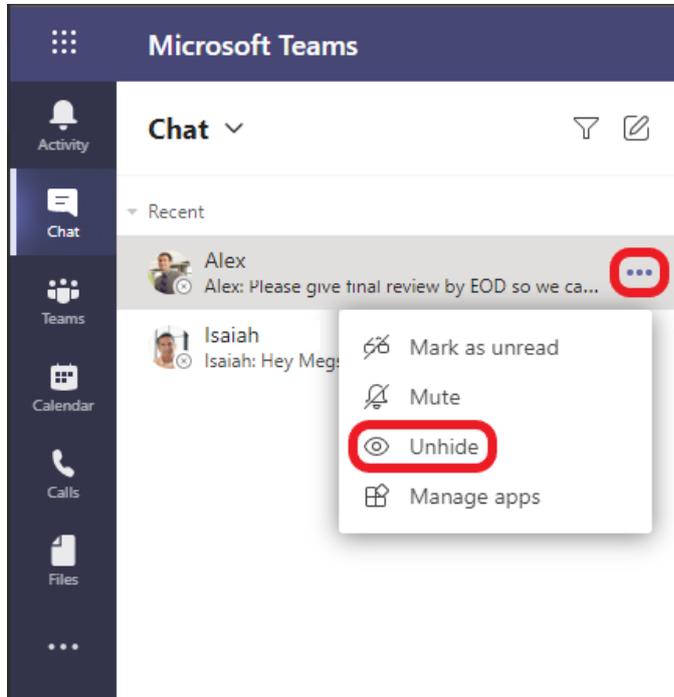
Hide a chat

While you can't delete an entire chat, you can hide a chat from your chat list if it's not relevant to you anymore. To hide a chat, select **Chat**  to open the chat list. Next to the chat you want to hide, select **More options**  > **Hide**.



Unhide a chat

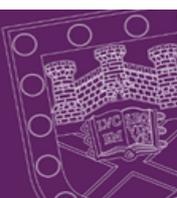
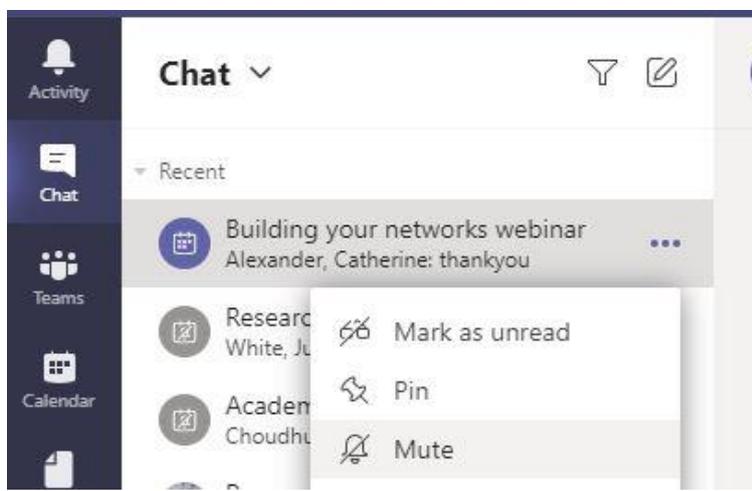
In the **Search box**  at the top, type a word or phrase that's included in the chat that you want to unhide (eg. Title or name). Then in the chat, select **More options** **⋮** > **Unhide**.



Mute a chat

When you mute a chat, you'll still be included in the conversation, but won't get notifications from it.

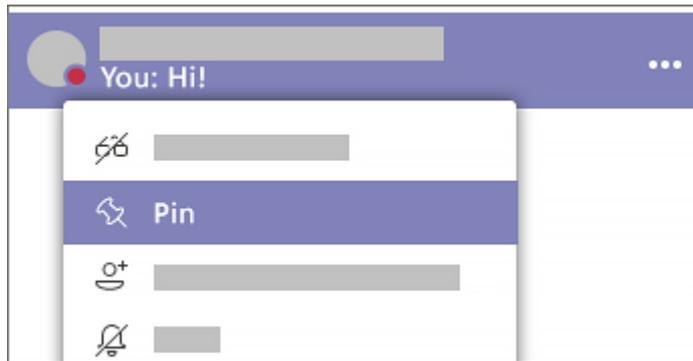
Select **Chat**  to open the chat list. Find the name of the chat you want to mute. Then, select **More options** **⋮** > **Mute**. If you change your mind, just select it again and unmute it.



Pin a chat

You can pin frequent conversations to the top of your chat list.

Select **Chat**  to open the chat list. Find the name of the conversation you want to pin. Then, select **More options**  > **Pin**. This ensures that the chat stays at the top of your list. If you change your mind, just select it again and unpin it.



Raise your hand

Just select Show reactions  in the meeting controls, and then choose Raise your

hand . Everyone in the meeting will see that you've got your hand up. You just need to remember to lower it by clicking the icon again after you have been acknowledged.

