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# Accessibility and live captions activation in *MS Teams* meeting room

Select the necessary settings in the meeting/lecture room.

- *„More" → „Settings" → „Accessibility" →*

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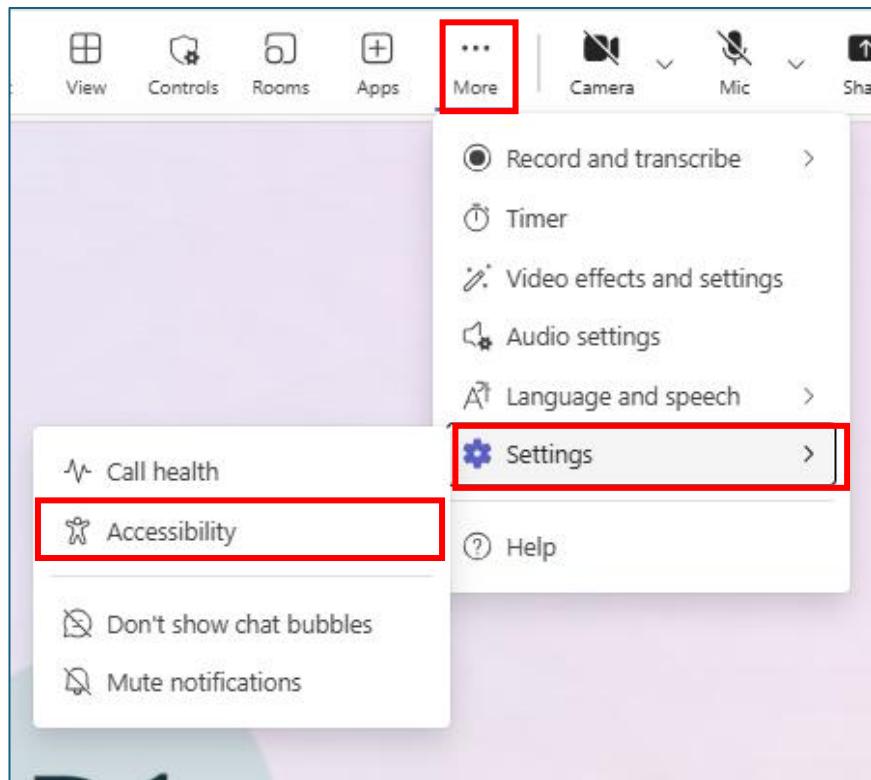
→ Select the required settings

1. *„Hearing"* → Activate *"Sign Language mode" (if needed)* → Select *"I am a Signer"* / or *"I am a Sign Language Interpreter".*
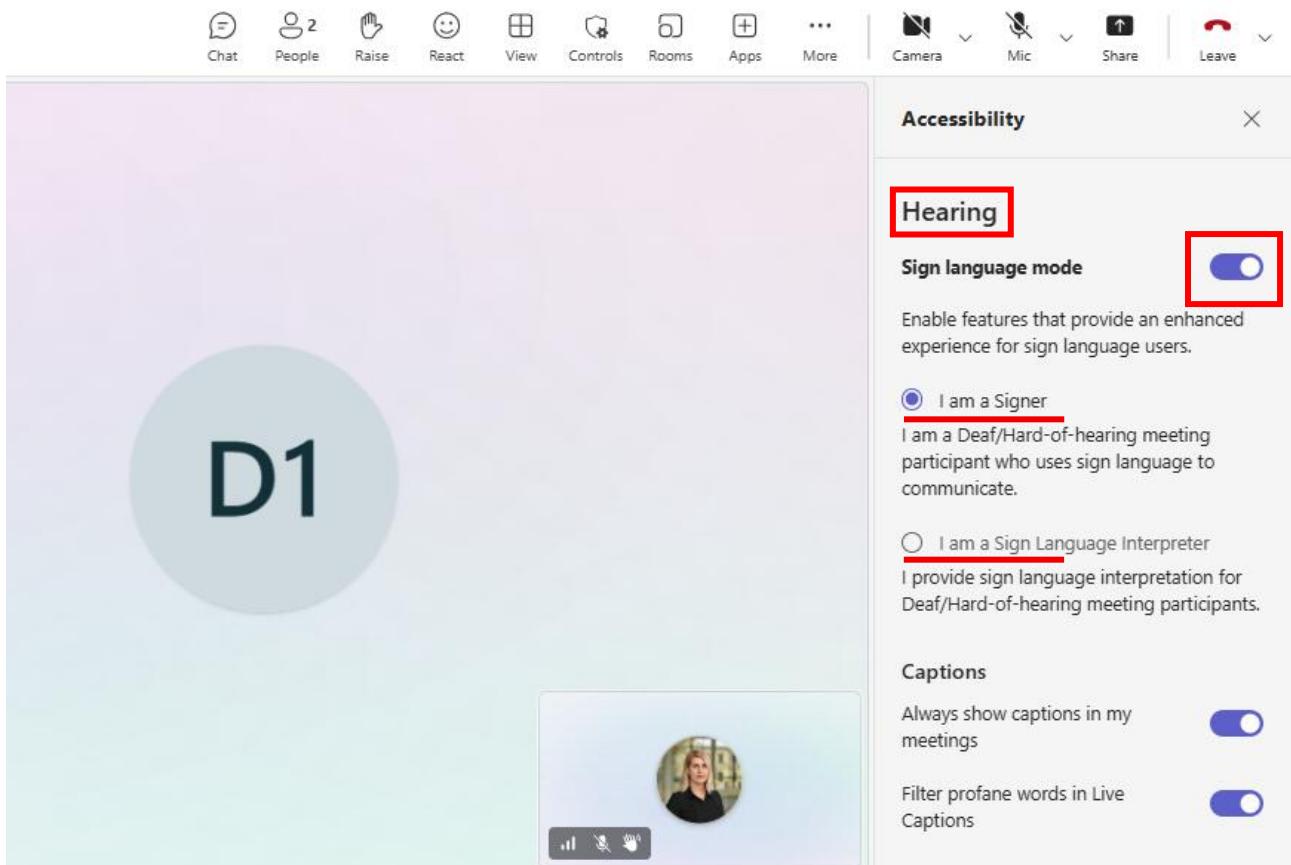

2. Depending on the selection, an icon appears near participant's name:


"Signer"   *"Sign Language Interpreter"*

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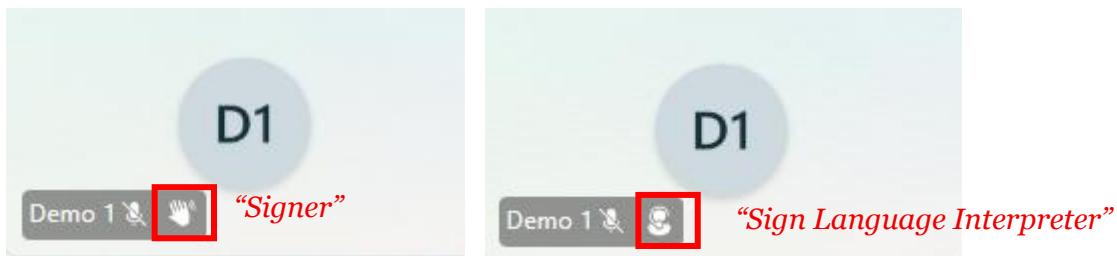
- *More"* → *„Language and speech"* → *"Show live captions"*
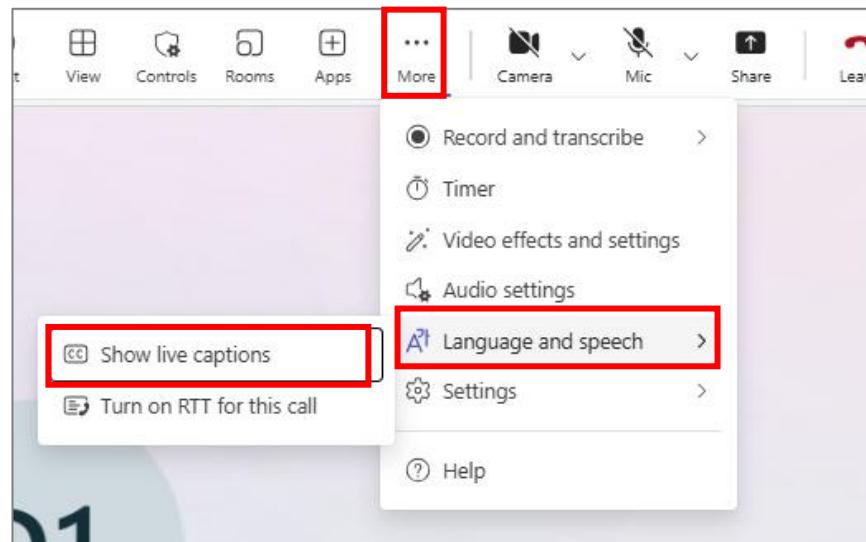
1. Open caption settings – click *"Language settings"*
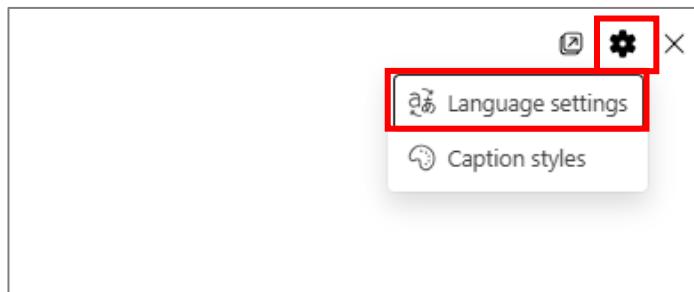
Select *"Spoken language in this meeting"*

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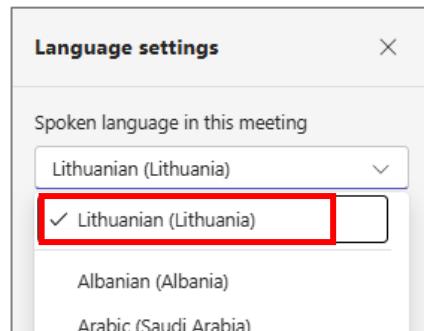
Select *"Settings"* → click *"Caption styles"* →
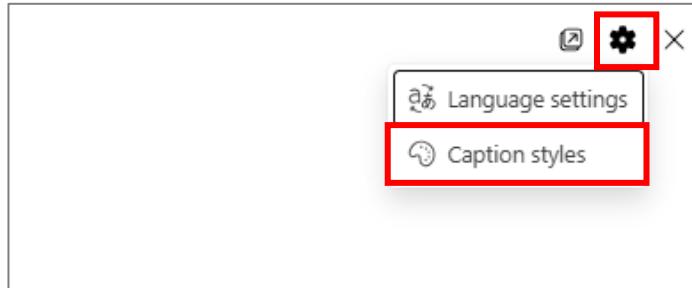
Select *"Caption styles"* – font colour, font size and ect.
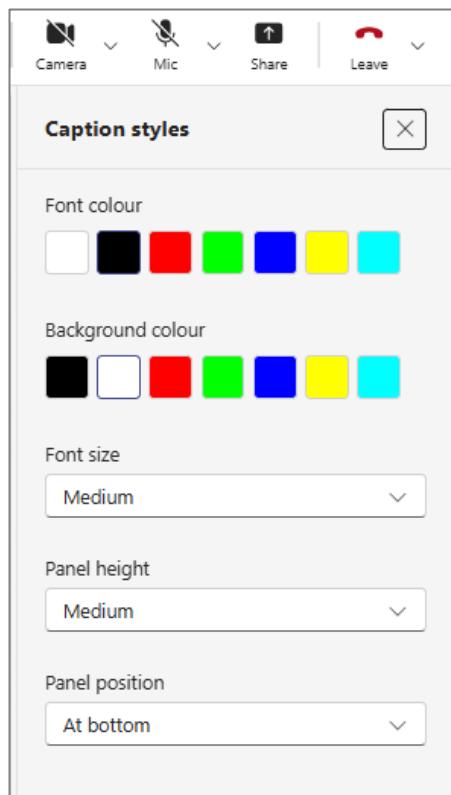
The settings are applied to the MS Teams meeting room, and the captions are automatically visible to all students who have joined the meeting.

Note: Please note that this is a machine translation using AI, and there may be transcription errors due to unclear, fast speech, background noise, etc.

Important: Captions are not saved for later viewing by students.