Use live captions in a Teams meeting

Teams can detect what’s said in a meeting and present real-time captions. Live captions are a preview feature in Microsoft Teams, and they're only available in English (US) for now. 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.

**Note: Teams doesn't save captions.**

1. Join your Teams meeting by selecting **“Join now”**



2. To use live captions in a meeting, go to your meeting controls and select **More.**  Then choose **Settings** and **Accessibility.**



3. **Turn on** Captionsand select your preferred language.



Captions will then appear at the bottom of the meetings screen.

 

4. To stop using live captions, follow step 2 and **Turn off** captions.