

# Create an inclusive digital classroom with Microsoft Teams for Education

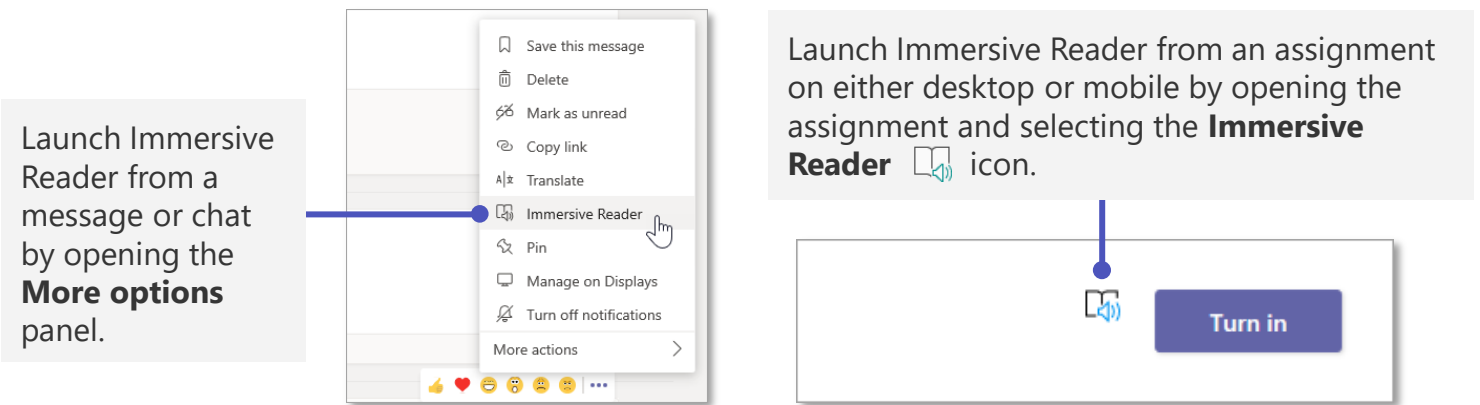


Free for education, **Microsoft Teams** comes with a range of built-in accessibility features to make class and homework easier for students—including students who have learning disabilities, need accommodations for vision and hearing, or are English Language Learners. **Learning Tools** like Immersive Reader use proven techniques to aid reading and writing for students regardless of ability.

In this guide, see how to get started with some of the key accessibility features in Teams.

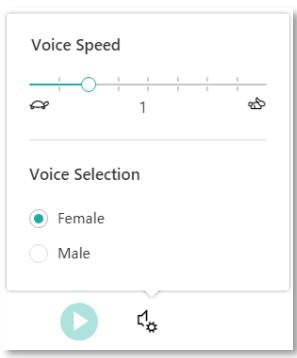
## 1 Immersive Reader

Immersive Reader helps improve reading and comprehension for students, including those with dyslexia or other learning disabilities. Immersive Reader is integrated into Teams, and you can also open it in other Microsoft apps like **Word**, **OneNote**, **Outlook**, and **Edge**.

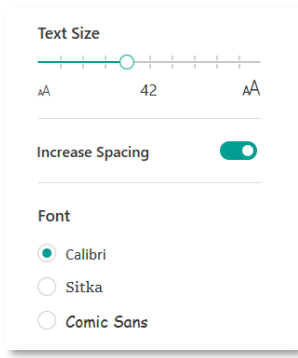


Immersive Reader includes features such as...

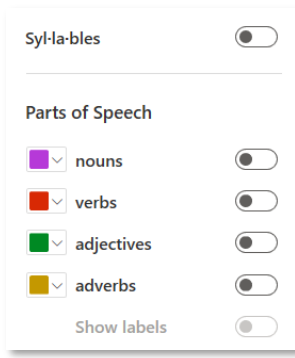
**Voice Options** to read text aloud



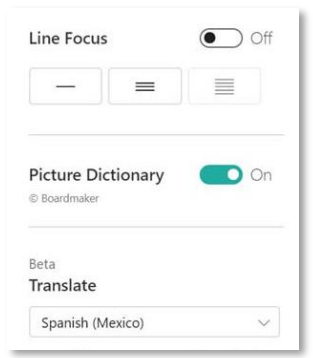
**Text Options** to adjust size, spacing, font, and color



**Grammar Options** to highlight parts of speech

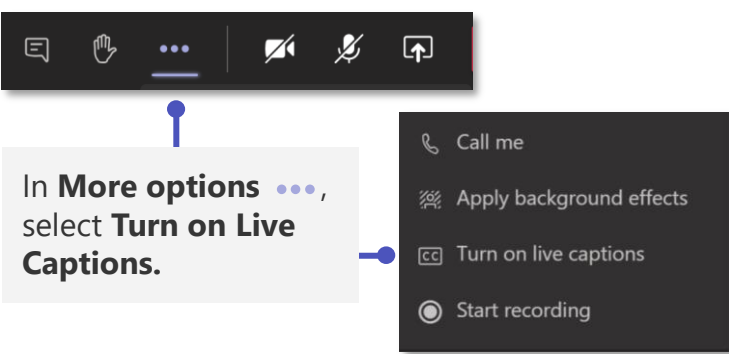


**Reading Preferences** for line focus, translation, and more



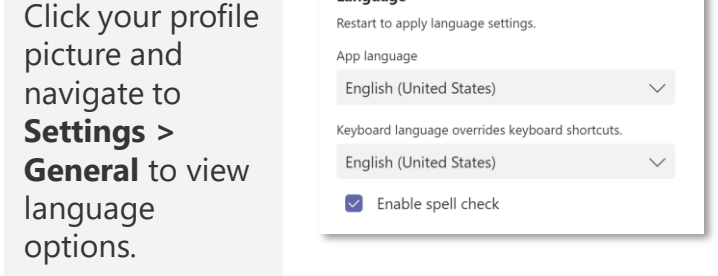
## 2 Meeting captions

For students who are hard of hearing, have dyslexia, or need support focusing, Teams can detect what's said in a class session or meeting and present real-time captions with speaker attribution.



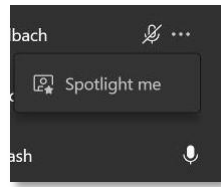
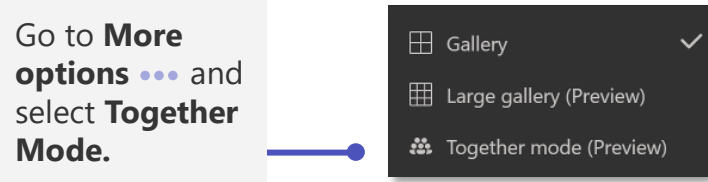
## 3 Message translation

To help English Language Learners, Teams automatically translates messages into the language specified in your personal settings.



## 4 Try Spotlight and Together Mode for meetings

**Together Mode** places class members or participants together in a virtual space—helping students feel more connected and reducing cognitive load.

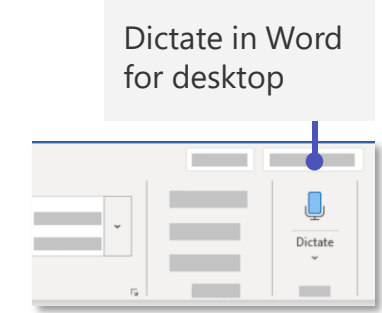


Click **More options** next to your name and select **Spotlight me** to pin your camera feed, so that students see you throughout the entire class session.

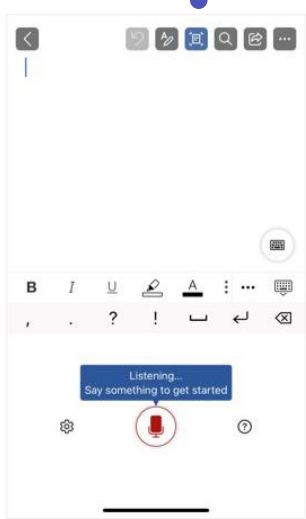
## 5 Explore other accessibility features in Office 365

You can open Office 365 files right in Teams, including presentations, documents, notebooks, and more. Office 365 offers a range of accessibility features to make learning more inclusive for all students.

**Dictation** to transcribe speech. Available in *Word*, *Outlook*, *OneNote*, and *PowerPoint*.

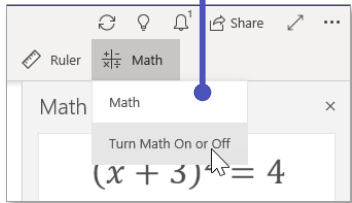


Dictate in Word for mobile

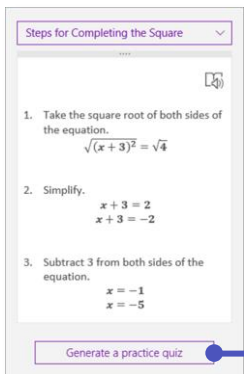


**Math Assistant** to help with equations, graphing, and other math topics. Available in *OneNote*

Navigate to the Class Notebook. In the **Draw** tab, select **Math > Turn Math On or Off**.

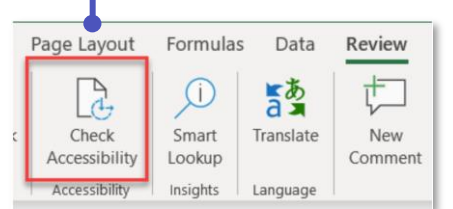


Math Assistant offers step-by-step solutions for solving equations, plus the option to generate a practice quiz.



**Accessibility Checker** to ensure files are accessible for parents and students who are blind. Available in *Word*, *Outlook*, *OneNote*, *PowerPoint*, and *Excel*.

In the **Review** tab, select **Check Accessibility**



View the inspection results with recommended actions on how to make your file more accessible.

