

# MICROSOFT TEAMS MEETINGS CLOSED-CAPTIONS TEAMS HAS BUILT-IN CLOSED CAPTIONING YOU CAN TURN ON FROM THE MEETING CONTROLS.

TO USE LIVE CAPTIONS IN A MEETING, GO TO YOUR  
MEETING CONTROLS AND SELECT MORE OPTIONS >  
TURN ON LIVE CAPTIONS.

Getting the most out of your closed captions

1

Speak clearly, slowly, and directly into the mic. As your distance from the mic increases, captions may become less accurate.

2

Avoid locations with background noise.

3

Avoid having multiple people speak at the same time.

3

Use the highest-quality Teams-certified equipment available to you.

