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DIGITAL LEARNING, INNOVATIVE EDUCATION

TEACHING WITH TEAMS: ESSENTIALS
LIVE CAPTIONS

When your students are participating in a session, they have the ability to turn on live captioning so captions will be created on the fly. These will NOT be included in any recordings of the class session.
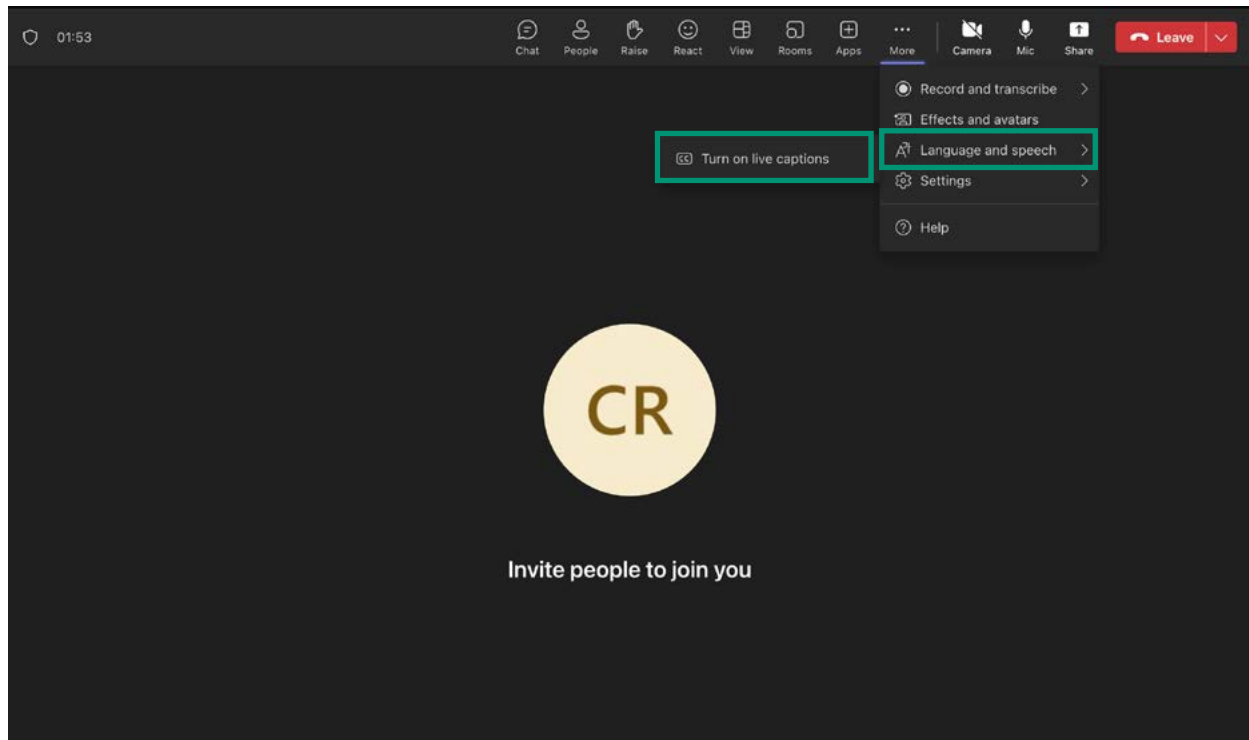
01 Once students have joined a session, they can turn on live captioning by choosing the **ellipsis** in the top icon bar of the meeting.

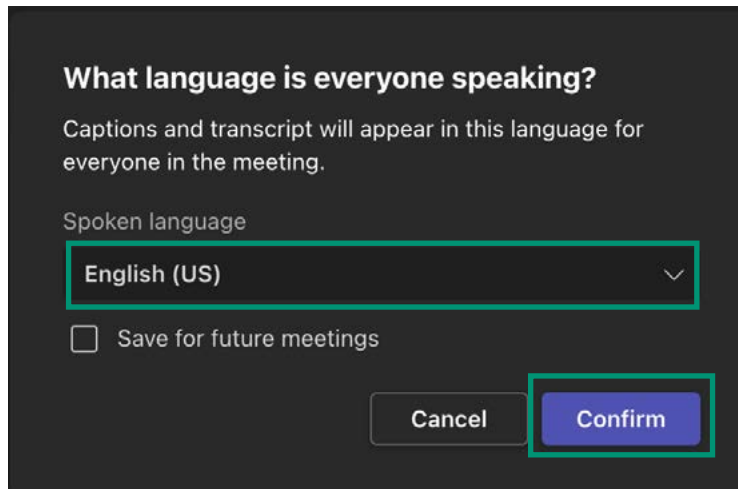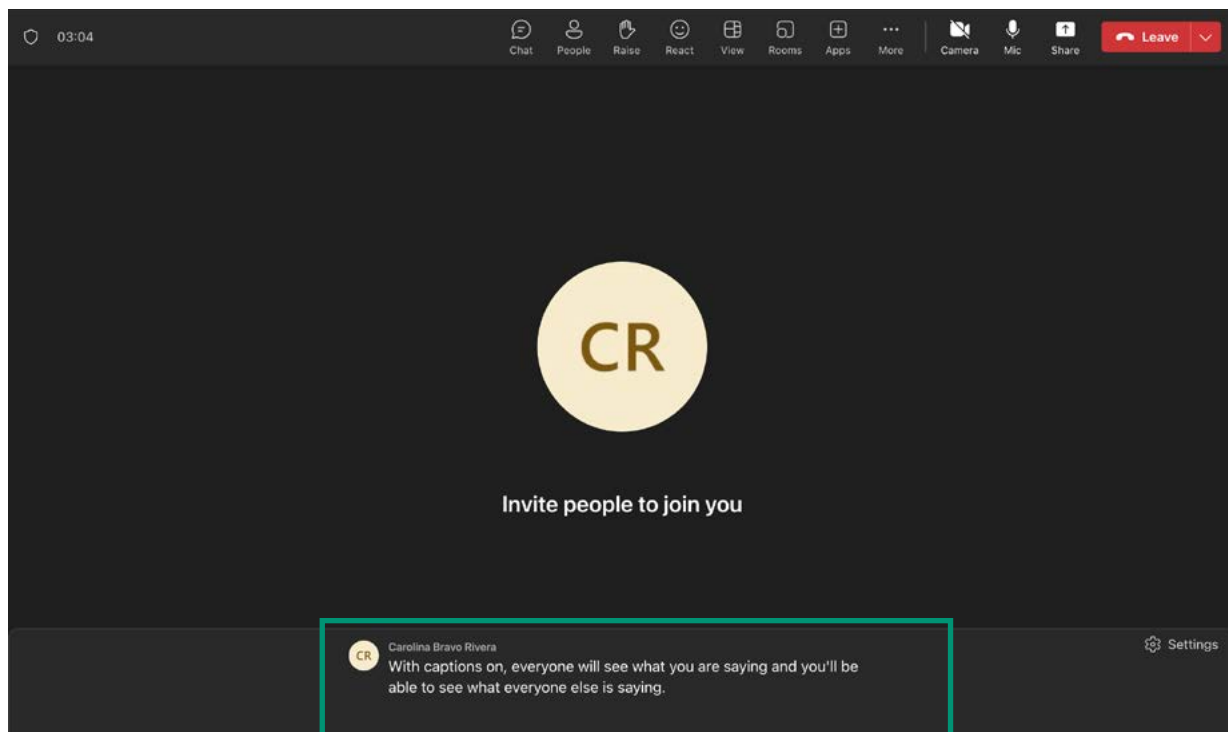**02** In the dropdown, choose **Language and speech**, then choose **Turn on live captions.**

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03 Select the language everyone is speaking (e.g., English) and **Confirm.**

What language is everyone speaking?

Captions and transcript will appear in this language for everyone in the meeting.

Spoken language

English (US)

☐ Save for future meetings

Cancel   Confirm

04 Live captions will appear at the bottom of the screen and indicate who is speaking.

03:04   Chat People Raise React View Rooms Apps More Camera Mic Share Leave

CR

Invite people to join you

CR Carolina Bravo Rivera
With captions on, everyone will see what you are saying and you'll be able to see what everyone else is saying.

⚙ Settings

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05 To turn them off, return to the **ellipsis**, choose **Language and speech**, then choose **Turn off live captions**.

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