Hello and welcome to the Accessibility's web module on the Live Subtitle function within Microsoft Office365. For your convenience, there is closed captioning provided on this video. In addition, please find the transcript for the video below on this web page.

As an active student at the University of Toronto, you are eligible for a copy of the online and offline versions of Microsoft Office. Please note eligibility for the software is dependent on your continued status with the university. For more information on how to obtain the software, please contact the Information & Instructional Technology Service Desk located at the CCT Atrium or visit their website at utm.utoronto.ca/iits.

Microsoft Office365 includes a live subtitle function within its PowerPoint application.

For this overview, we will be using the online web version of the PowerPoint application, which can be accessed through your webmail account.

To begin, we will open a PowerPoint Slide.

To activate the live subtitle function, go to the View tab. Along the ribbon on the top of the application. Select Use Subtitles on the top left of the ribbon.

Once in presentation view, live subtitles will be generated throughout the presentation on the bottom of the slides.

This concludes the overview of the Live Subtitle function within the Microsoft Office365 PowerPoint Application.

Should you have any questions or concerns related to the Live Subtitle function within Microsoft Office365, please contact the main Accessibility's office at nine zero five five six nine four six nine nine or at access dot utm at utoronto dot ca. Thank you for reviewing the Live Subtitle module for Accessibility Services at the University of Toronto Mississauga.