Hello and welcome to the Accessibility's web module on the Dictation function within Microsoft Office365. For your convenience, there is closed captioning provided on this video. In addition, please find the transcript for this 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 dictation function within its Word and PowerPoint applications.

For this overview, we will be using the online web version of the Word application, which can be accessed through your webmail account. Please note some features shown may not be available in the offline version.

To begin, we will open a Word document.

To activate the dictation function, under the Home tab; along the ribbon on the top of the application under the Dictate category. Click Dictate on the top right of the ribbon.

Your browser may request authorization for the use of the microphone. Allow the browser access.

Once authorized, the application will record and type out what is spoken.

On the bottom center of the application, there will be a gear icon. Clicking this will open up the dictation settings. Here we can change the spoken language to dictate in the chosen language.

Beside the dictation settings is the microphone icon. Click this to stop the dictation function.

This concludes the overview of the Dictation function within the Microsoft Office365 Word Application.

Should you have any questions or concerns related to the Dictation 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 Dictation module for Accessibility Services at the University of Toronto Mississauga.