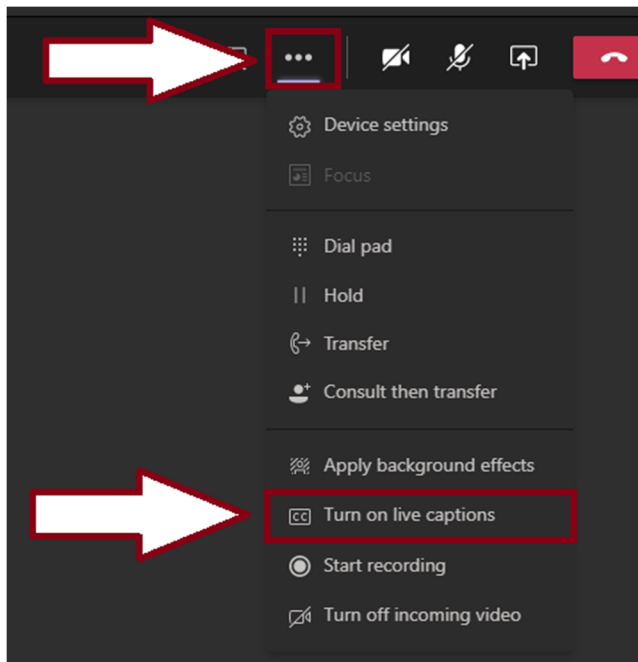


MS Teams - Steps for Live Captions

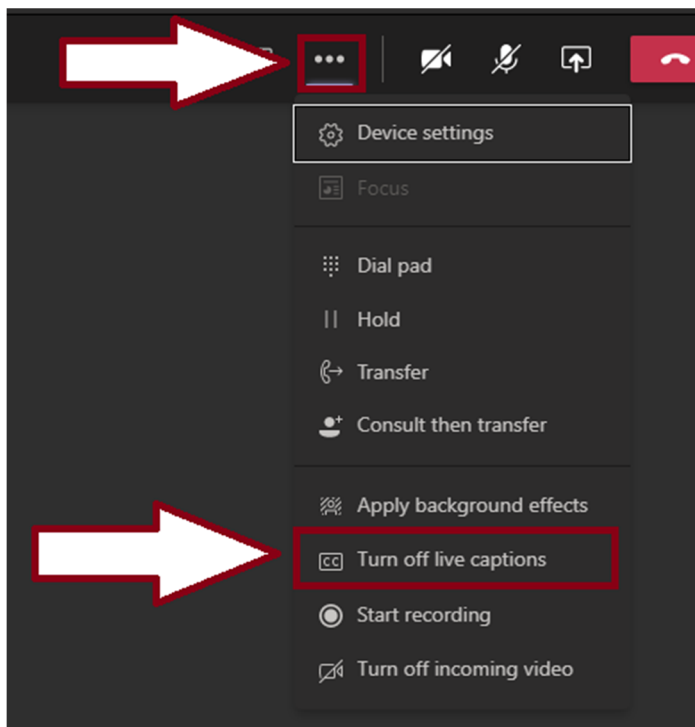
Turn On Live Captions

Within a meeting, click the **3 dotted button** at the top of the meeting window and then click "**Turn on Live Captions**"



Turn off Live Captions

To remove live captions, click the **3 dotted button** at the top of the meeting window and then click "**Turn off Live Captions**"



[\(Taken directly from the I&ITS website\)](#)