

How-To: Enable live captions in a Teams meeting

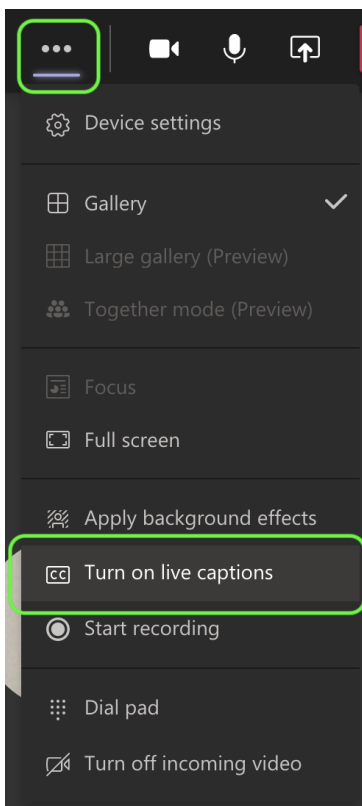
To make sure your live captions are as accurate as possible, try to follow these best practices:

- Speak clearly, slowly, and directly into the mic. As your distance from the mic increases, captions may become less accurate.
- Avoid locations with background noise.
- Avoid having multiple people speak at the same time.

PC, Mac, and Web Users

To enable Closed Captioning in Microsoft Teams:

1. Join a Teams meeting or a group call (audio or video) of 3 or more people.
2. Once joined or in the group call, click on the 3 ellipses (shows "More actions" when cursor is hovered over).
3. Click on *Turn on live captions*.



Please reference the [Microsoft support article here](#) for additional information.