

# TEAMS ESSENTIALS

## Live Captions

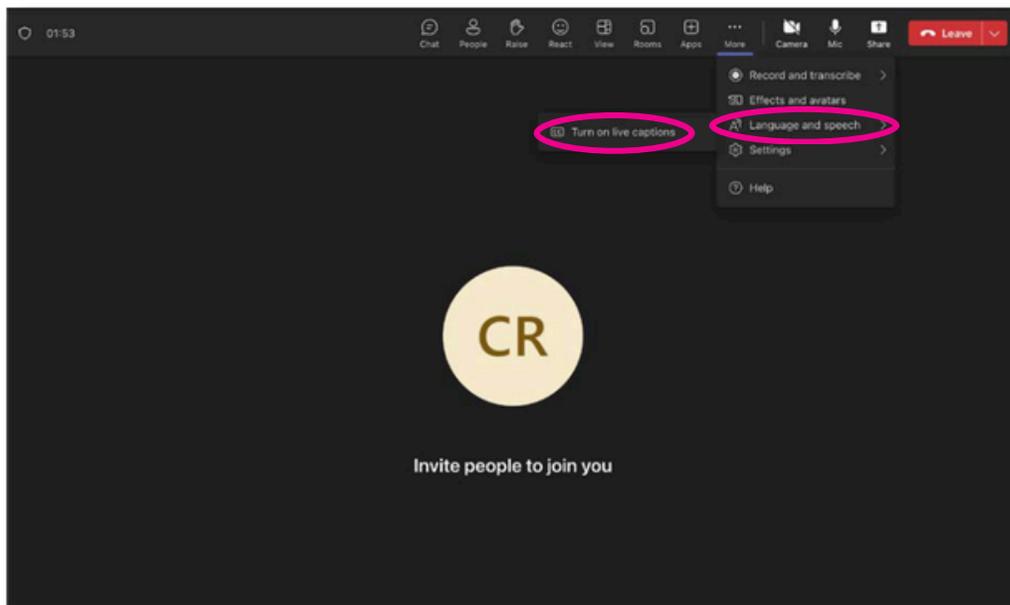
When your students are participating in a session, they have the ability to turn on live captioning so captions will be created on the fly. These will NOT be included in any recordings of the class session.

**1**

Once students have joined a session, they can turn on live captioning by choosing the **ellipsis** in the top icon bar of the meeting.

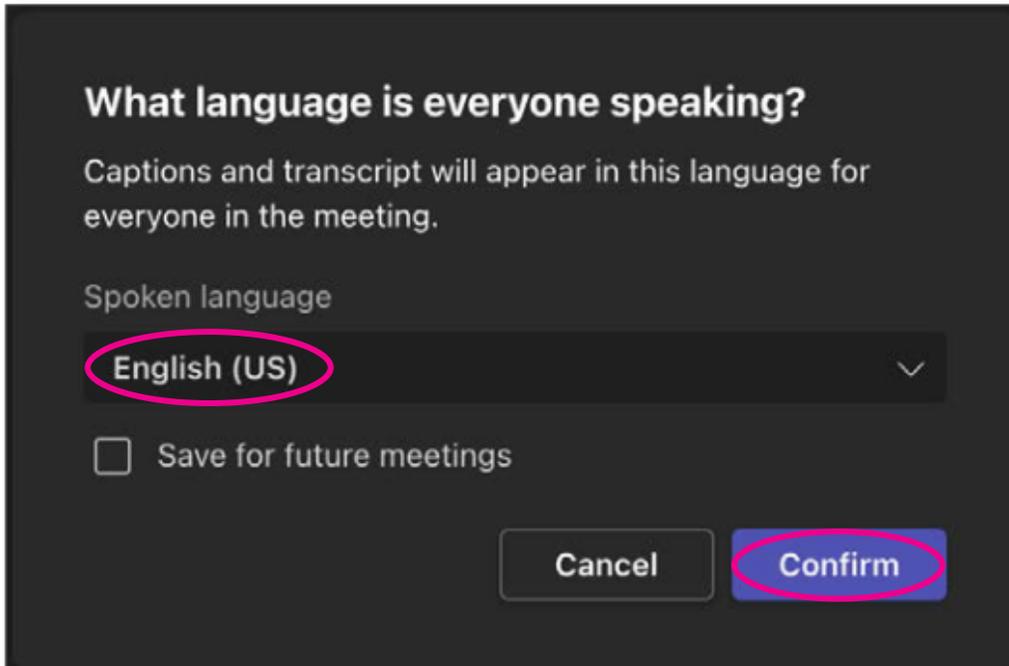
**2**

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



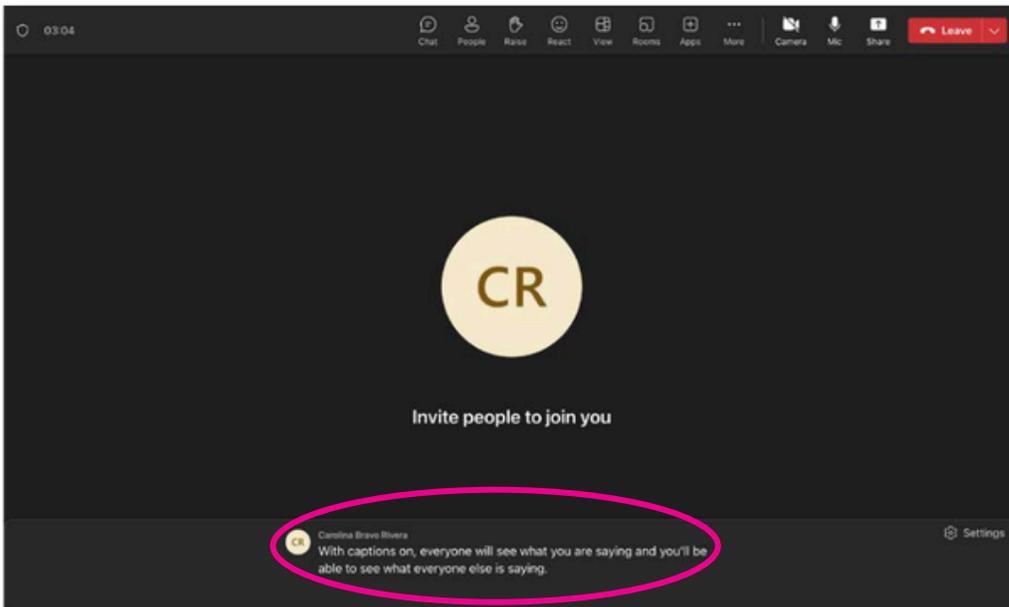
3

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



4

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



5

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

