

Real-Time Text (RTT) in Teams-Besprechungen

General

Microsoft: [Beschreibung von Real-Time Text \(RTT\) in Microsoft Teams](#)

Realtime Text (RTT) is a function that allows people to actively participate in the conversation by reading the spoken word and/or writing their own comments. With RTT, there is no delay in the display of spoken or written contributions; the messages are displayed in real time for all participants.

If RTT is switched on, an additional RTT window appears for everyone in the meeting view. It is generally not possible to hide this RTT window, but it can be “swapped out” as a separate window in the Teams desktop app.

RTT can be switched on at any time by participants in the meeting, but can then no longer be switched off.

Why do we recommend using RTT?

People with hearing or speech problems have the opportunity to participate in online meetings in real time - without delay.

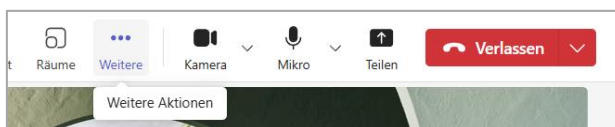
If you do not wish to speak, you can enter your own contribution in writing in the input field of the RTT window. Participants will then see the author's contribution directly - without delay - in their RTT window, provided they have opened it.

Who will start the function in a meeting?

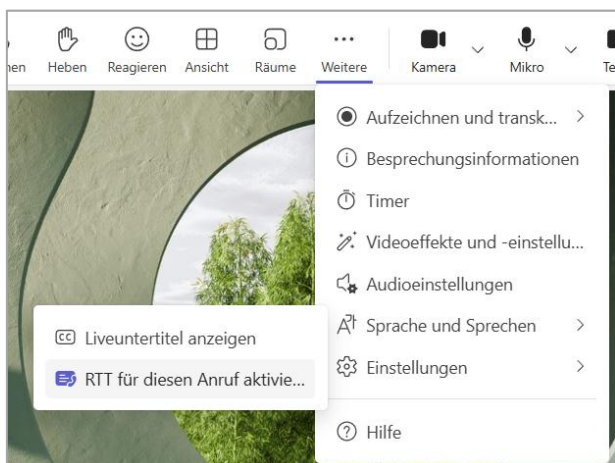
Anyone can start this function.

How to start it?

- The meeting has started
- Three-item menu - **Further actions [...]**



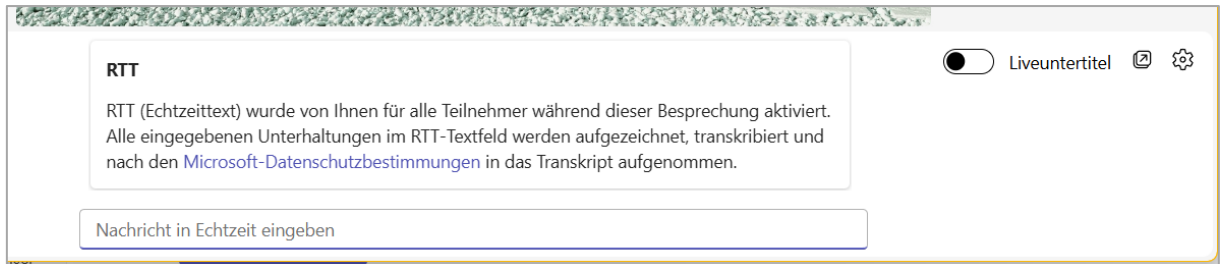
- **Selecting language and speech & Activate RTT for this call**



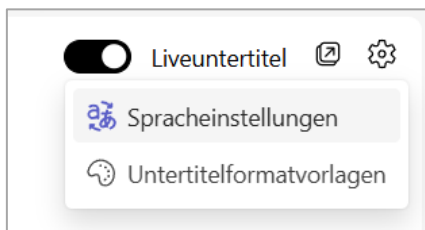
- Click on **Activate** button



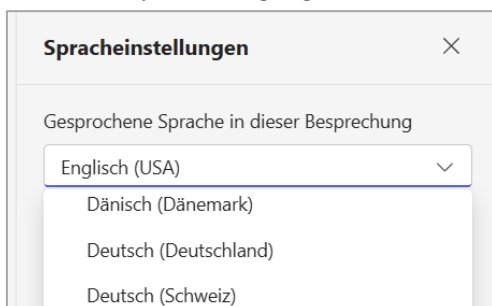
- Once activated, the RTT window is displayed at the bottom of the meeting for all participants:



- The spoken text only appears in the RTT window display when the live subtitles are activated via the switch. The source language defined in the meeting should match with the spoken language. The source language of the meeting is defined for all meeting participants via the language setting (click on wheel).



- Select the spoken language



- Confirm the change using the Update button

