

Teams: Subtitles in meetings

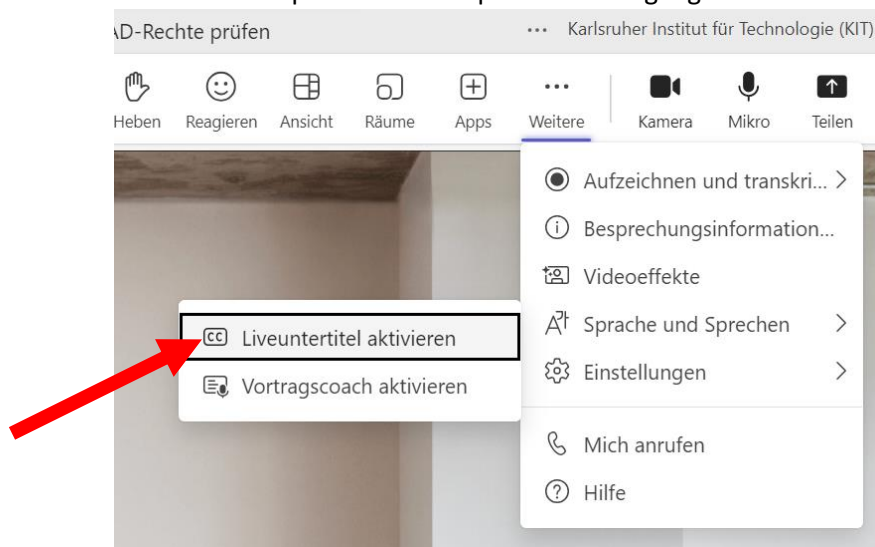
In order to increase the accessibility of teams, the KIT has activated the subtitle function for meetings..

What is meant by the subtitles?

Each person attending a meeting can have the spoken words displayed live during the meeting, this is also referred to as live subtitles After the meeting ends, the subtitle texts are no longer available or comprehensible.

How to use the live subtitles?

- Start or attend a meeting
- Select in the 3-point menu - "Speech and language" - "Activate live subtitles".



- The spoken word is now logged in the lower part of the meeting window.

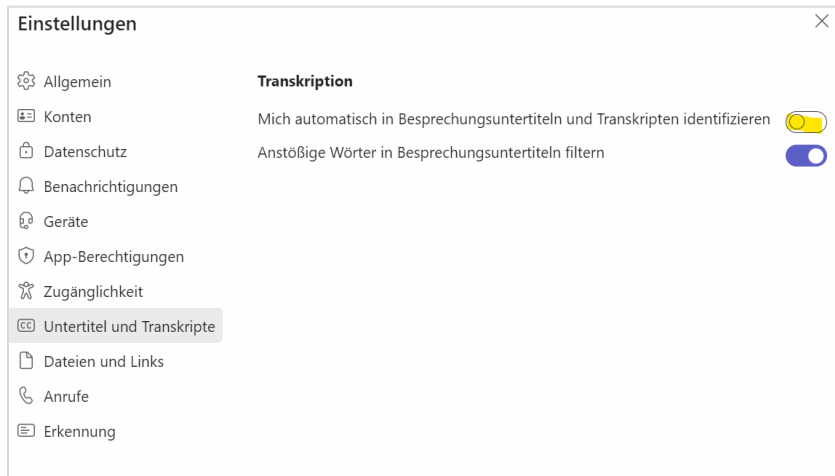


It is visible only to the person who turns it on. Nobody is informed, nobody else sees it.

- If the meeting is finished or the function is switched off, this text is nowhere to be found anymore.

Subtitle or transcription settings

If you want the live subtitle or transcription to display only "Speaker" instead of your name, you can customize this using the following MS Teams setting.



More information

You can find more information about transcription on the Microsoft pages , e.g. under

- [View live transcription in Microsoft Teams meetings - Microsoft Support](#)