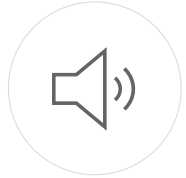


# Make every meeting inclusive and effective



Please adjust your volume settings before we start.



Magnifier tool Options:

- Windows Key and + to turn on
- Windows Key and Esc to turn off



Turn on/off Captions & Transcript



If presenting in PowerPoint Live, you will be able to:

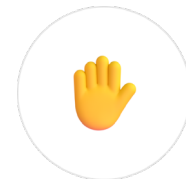
- Consume the slides at your own pace
- Change to a high contrast
- Enable language translations



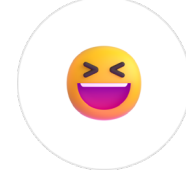
Empower attendees with camera on/off decisions. Camera on can help those who read lips or rely on facial expression during conversation. Or distracting, overwhelming for neurodiverse and blind/low vision. Give the choices!



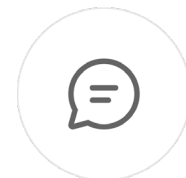
Make sure you're on mute when not speaking.



Use the raise-hand feature to comment or ask questions.



Help the presenter out—use reactions to show you're engaged.



Connect with other attendees in the meeting chat (No side conversations in the room, please!)

**Accessibility Checked**  
Using the Accessibility Checker





# Microsoft Accessibility Features

Laurie Allen  
Accessibility Technology Evangelist

# Empowering Others

Our mission is to empower every person and every organization on the planet to achieve more.



# What is Accessibility?

Designing products, services, and environments *with and for* people with disabilities

**1.3 billion people**

in world with disabilities, many who benefit from assistive technology

**Disability**

can affect any of us at any time



Permanent



Situational



Temporary

**Accessible technology**

allows people with disabilities to more fully participate in our economies and societies



Vision



Hearing



Neurodiversity



Mental Health




Mobility

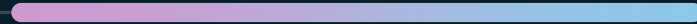


Speech

**Accessibility is a  
Fundamental Right**



# Productivity Tools



# Windows 11

**Inclusively designed with and for people with disabilities, our most accessible version yet**

Built-in accessibility features support productivity, creativity, and ease of use.

- Live captions
- Voice access
- Narrator
- Focus mode

# Productivity Tools by Product

## Windows

- Text size
- Mouse pointer/touch
- Narrator
- Magnifier
- Contrast themes
- Captions
- Speech recognition
- Color Filters
- Focus (W11)

## PowerPoint

- Designer
- Translator
- Dictate
- Rehearse with coach

## Word

- Read aloud
- Dictate
- Immersive reader
- Focus
- Translator

## Outlook

- Read aloud
- Dictate
- Immersive reader
- Translator





# Productivity Tools by Category

## Vision

- Narrator
- High contrast
- Color filters
- Seeing AI
- Magnifier

## Hearing

- Visual notifications
- Closed captions
- Mono audio
- Extend notifications

## Mobility

- Sticky, filter, toggle keys
- Speech recognition
- PowerPoint designer
- Dictate
- Eye control


## Neurodiversity

- Simplify/personalize Windows
- Focus
- Do not disturb
- Rehearse with coach

## Mental Health

- Simplify/personalize Windows
- Night light
- Focus
- Outlook Tasks

## Learning

- Immersive reader
  - Predictive text
  - Editor
  - Read aloud
  - Dictate
- 

# Teams

**People can participate in virtual and hybrid meetings in the way that works best for them**

- Captioning (CART and real-time)
- Audio transcription
- Live reactions
- Sign language view
- Custom backgrounds
- Noise suppression
- PowerPoint Live, Excel Live
- High contrast

# Adaptive Kit

## Accessible by design

Created in partnership with people with disabilities, the kit makes it easier to adapt, use, and navigate PC and accessories.

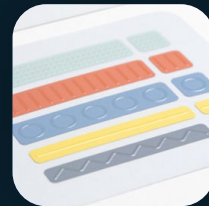
Keycap labels



3-dimensional  
bump labels



Port indicators



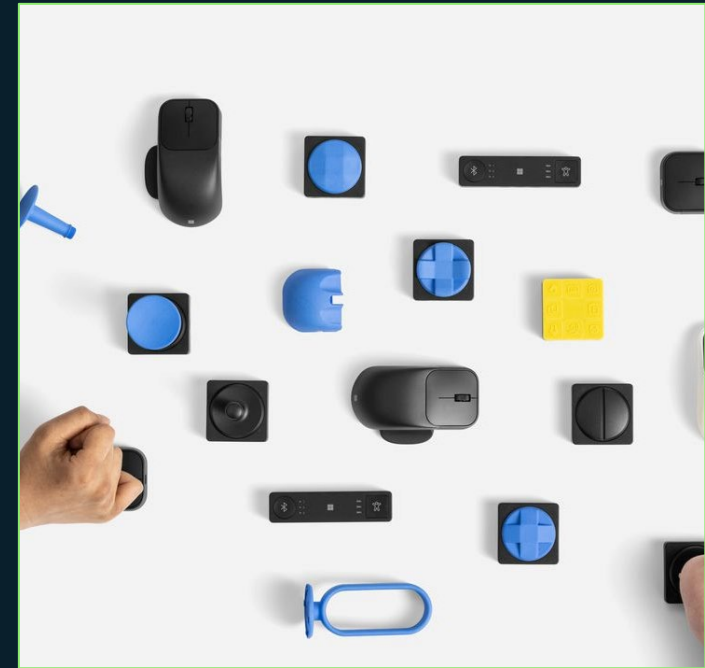
Opener support



# Adaptive Accessories

## Adaptable ecosystem

Designed to help people with limited mobility use their computers more easily and efficiently.



# AI-powered assistant enabling an accessible workforce



## Microsoft 365 Copilot

**Inclusively** embedded within Microsoft 365 Apps

### Dyslexia

Summarize a document or webpage

Writing an email reply

Inspire me in Word

Rewrite the following text in plain language

### Neurodiversity

Change the tone of my email

Summarize past projects, stakeholders, and resources

Teams meeting chat interrogation

### Mobility

Teams meeting recap

Create first draft of a document or presentation

Search for conversations- email, Teams chat, documents

Access companywide information

### Vision

Summarize an inaccessible document

Summarize a whiteboard

Create a first draft of a document or presentation

[This is my Copilot. How can yours help you?](#)

# Accessible Content

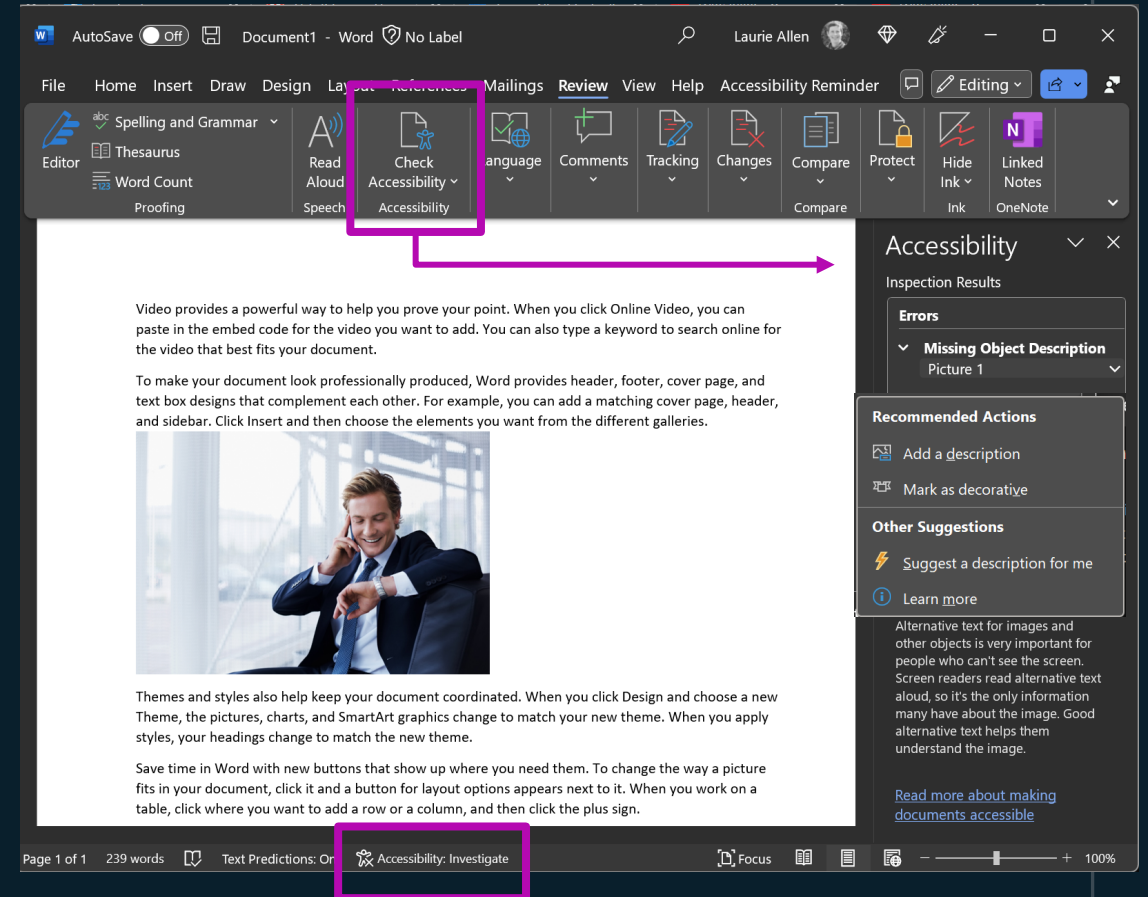
Make your content accessible to everyone



# Word

## Create accessible documents

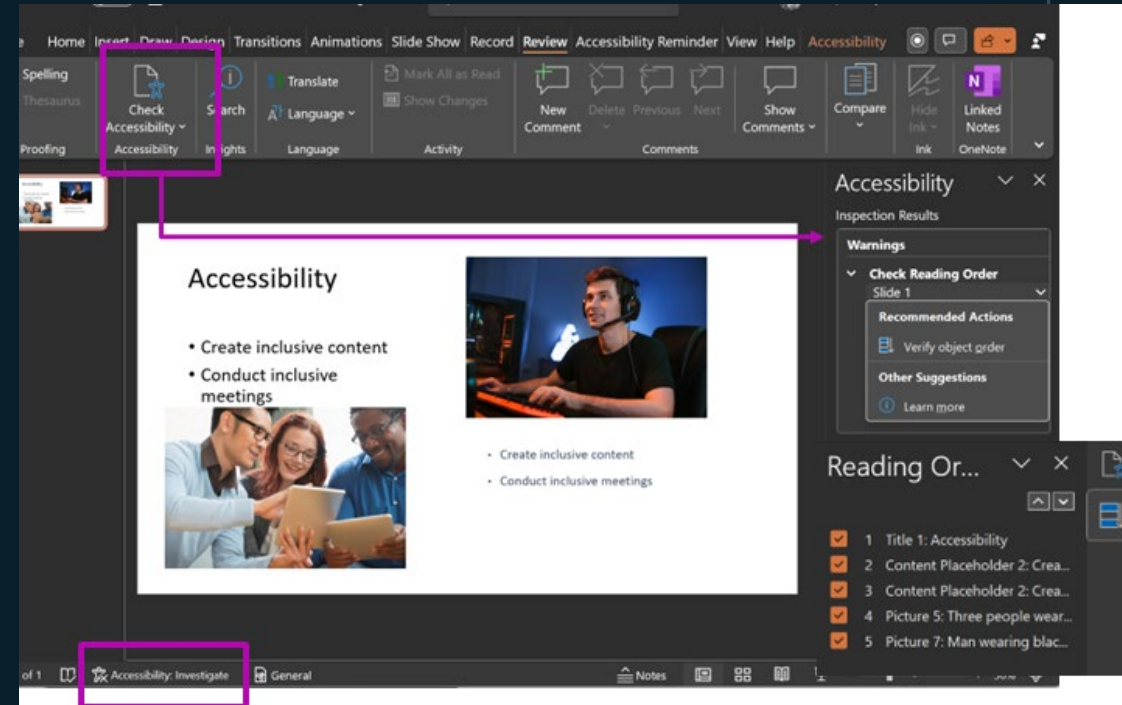
- Run Accessibility Checker
- Accessibility indicator
- Use built in headings & styles
- Add alternative text to images
- Add meaningful hyperlink text
- Sufficient color contrast
- Avoid conveying information with color alone



# PowerPoint

## Create accessible presentations

- Run Accessibility Checker
- Accessibility indicator
- Check reading order
- Give every slide a unique title
- Use a larger font size (18pt or larger), sans serif fonts, and sufficient white space
- Add closed captions to videos





# Excel

## Create accessible spreadsheets

- Run Accessibility Checker
- Accessibility indicator
- Tables: avoid split/merged cells, nested tables, blank rows/columns
- Add text to cell A1
- Give all worksheets unique names, and remove blank worksheets

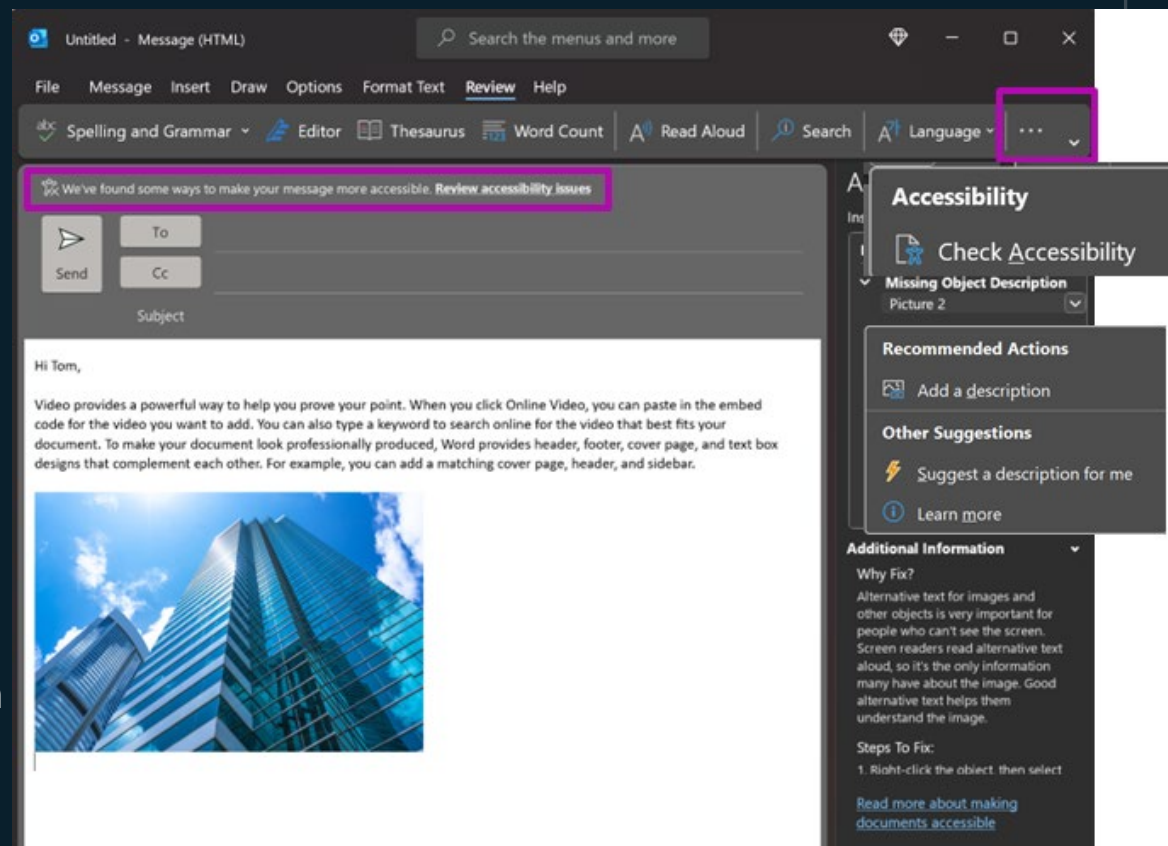
The screenshot displays the Microsoft Excel interface. In the 'Review' ribbon, the 'Check Accessibility' button is highlighted with a red box. Below the ribbon, a spreadsheet is visible with a table containing 22 rows and 11 columns. The 'Accessibility' pane on the right side of the window shows the results of the check: 'No accessibility issues found. People with disabilities should not have difficulty reading this workbook.' At the bottom of the window, the status bar indicates 'Accessibility: Good to go'.

| 1  | Data   | Column 1 | Column 2 | Column 3 | Column 4 | Column 5 | Column 6 | Column 7 | Column 8 | Column 9 | Column 10 | Column 11 |
|----|--------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-----------|-----------|
| 2  | Row 1  | 0.38     | 0.85     | 0.37     | 0.23     | 0.77     | 0.84     | 0.22     | 0.91     | 0.40     | 0.09      | 0.84      |
| 3  | Row 2  | 0.34     | 0.56     | 0.34     | 0.08     | 0.91     | 0.29     | 0.33     | 0.15     | 0.92     | 0.44      | 0.53      |
| 4  | Row 3  | 0.25     | 0.97     | 0.47     | 0.14     | 0.58     | 0.66     | 0.57     | 0.11     | 0.39     | 0.32      | 0.02      |
| 5  | Row 4  | 0.64     | 0.81     | 0.14     | 0.19     | 0.52     | 0.36     | 0.23     | 0.85     | 0.48     | 0.10      | 0.13      |
| 6  | Row 5  | 0.50     | 0.48     | 0.38     | 0.92     | 0.55     | 0.57     | 0.76     | 0.38     | 0.13     | 0.69      | 0.47      |
| 7  | Row 6  | 0.96     | 0.71     | 0.85     | 0.05     | 0.31     | 0.48     | 0.89     | 0.95     | 0.40     | 0.71      | 0.57      |
| 8  | Row 7  | 0.99     | 0.99     | 0.79     | 0.53     | 0.67     | 0.53     | 0.34     | 0.86     | 0.69     | 0.25      | 0.47      |
| 9  | Row 8  | 0.71     | 0.39     | 0.56     | 0.78     | 0.38     | 0.78     | 0.68     | 0.62     | 0.52     | 0.98      | 0.21      |
| 10 | Row 9  | 0.65     | 0.48     | 0.32     | 0.87     | 0.97     | 0.44     | 0.15     | 0.54     | 0.29     | 0.94      | 0.36      |
| 11 | Row 10 | 0.06     | 0.04     | 0.44     | 0.60     | 0.90     | 0.11     | 0.04     | 0.80     | 0.57     | 0.41      | 0.33      |
| 12 | Row 11 | 0.36     | 0.98     | 0.93     | 0.67     | 0.45     | 0.70     | 0.29     | 0.63     | 0.14     | 0.58      | 0.31      |
| 13 | Row 12 | 0.11     | 0.98     | 0.14     | 0.30     | 0.44     | 0.55     | 0.31     | 0.05     | 0.39     | 0.44      | 0.28      |
| 14 | Row 13 | 0.75     | 0.13     | 0.99     | 0.02     | 0.78     | 0.51     | 0.66     | 0.22     | 0.90     | 0.52      | 0.65      |
| 15 | Row 14 | 0.96     | 0.50     | 0.38     | 0.73     | 0.67     | 0.35     | 0.30     | 0.80     | 0.38     | 0.47      | 0.36      |
| 16 | Row 15 | 0.44     | 0.10     | 0.68     | 0.21     | 0.61     | 0.74     | 0.28     | 0.22     | 0.42     | 0.21      | 0.79      |
| 17 | Row 16 | 0.57     | 0.93     | 0.49     | 0.78     | 0.79     | 0.75     | 0.68     | 0.15     | 0.10     | 0.00      | 0.01      |
| 18 | Row 17 | 0.02     | 0.16     | 0.86     | 0.88     | 0.09     | 0.93     | 0.72     | 0.29     | 0.46     | 0.32      | 0.72      |
| 19 | Row 18 | 0.23     | 0.54     | 0.61     | 0.63     | 0.43     | 0.09     | 0.80     | 0.53     | 0.12     | 0.45      | 0.55      |
| 20 | Row 19 | 0.49     | 0.95     | 0.86     | 0.23     | 0.73     | 0.59     | 0.52     | 0.50     | 0.81     | 0.81      | 0.40      |
| 21 | Row 20 | 0.95     | 0.86     | 0.42     | 0.33     | 0.86     | 0.65     | 0.48     | 0.78     | 0.93     | 0.99      | 0.66      |
| 22 | Row 21 | 0.67     | 0.69     | 0.20     | 0.51     | 0.73     | 0.51     | 0.17     | 0.30     | 0.77     | 0.87      | 0.81      |
| 23 | Row 22 | 0.29     | 0.18     | 0.49     | 0.11     | 0.98     | 0.97     | 0.71     | 0.46     | 0.65     | 0.97      | 0.04      |
| 24 |        |          |          |          |          |          |          |          |          |          |           |           |
| 25 |        |          |          |          |          |          |          |          |          |          |           |           |
| 26 |        |          |          |          |          |          |          |          |          |          |           |           |

# Outlook

## Create accessible emails

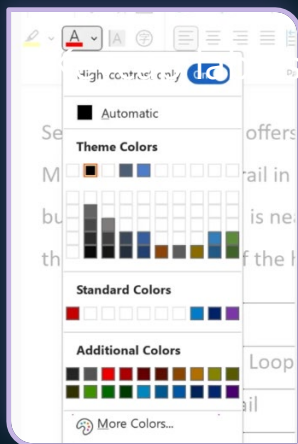
- Run Accessibility Checker
- Accessibility indicator
- Add spacing between paragraphs
- Use bulleted or numbered lists
- Turn on accessibility warnings
- Turn on automatically generated alt text option



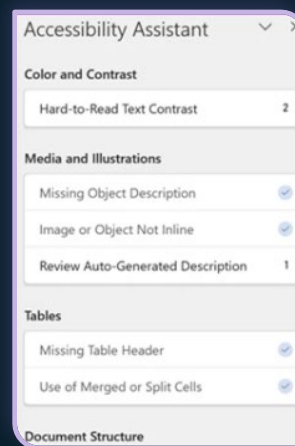
# Accessibility Assistant

## Make accessible content with less effort

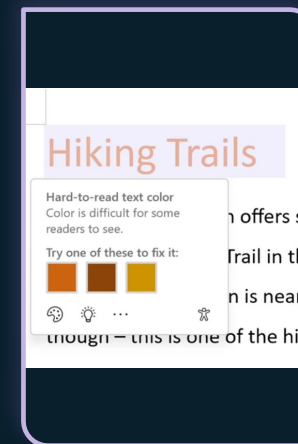
Better defaults to prevent issues before they occur



Real-time and in-context remediation



Clear guidance that appears in the flow of work



# Accessible Meetings

Empower everyone to join the conversation



# Accessible Meetings

- Ask participants what type of accessibility/accommodation they need
- In invitation, let participants know what accessibility options are available:
  - Captions/translation
  - Recording/transcription
  - Hide identity
  - Sign language view
- Run Accessibility Checker on content
- Make content available prior to meeting
- Ensure adequate lighting on speakers
- Blur background
- Be mindful of chat
- Use PowerPoint Live

# Accessibility Resources

Get the support and resources you need on your accessibility  
journey



# Get Support

## Ask Microsoft Accessibility

- Leverage AI to Ask Microsoft an accessibility question via a chatbot

[aka.ms/askMA](https://aka.ms/askMA)

## Disability Answer Desk

- Technical support for Office, Windows, Xbox
- Call, chat, American Sign Language, or Be My Eyes app

[aka.ms/DisabilityAnswerDesk](https://aka.ms/DisabilityAnswerDesk)

## Enterprise Disability Answer Desk

- Accessibility support for organizations, businesses, and schools
- Assist with accessibility questions for Microsoft products and services

[aka.ms/eDAD](https://aka.ms/eDAD)



# Productivity Tools Links

## By Application

[Accessibility features for Windows](#)

[Accessibility tools for Word](#)

[Accessibility tools for PowerPoint](#)

[Accessibility tools for Excel](#)

[Get accessible templates for Office](#)

[Accessibility tools for Outlook](#)

[Accessibility tools for Microsoft Teams](#)

[Accessibility tools for OneDrive](#)

[Accessibility tools for OneNote](#)

## By Category

[Accessibility tools for vision](#)

[Accessibility tools for hearing](#)

[Accessibility tools for mobility](#)

[Accessibility tools for neurodiversity](#)

[Accessibility tools for mental health](#)

[Accessibility tools for learning](#)





# Accessible Content Links

[Make your Word documents accessible to people with disabilities](#)

[Make your PowerPoint presentations accessible to people with disabilities](#)

[Make your Excel documents accessible to people with disabilities](#)

[Improve accessibility with the Accessibility Checker](#)

[Check accessibility while you work in Office apps](#)



# Inclusive Meeting Links

## **Inclusive meeting tips**

[Video: Present inclusively with PowerPoint \(microsoft.com\)](#)

[Accessibility tips for inclusive Microsoft Teams meetings and live events](#)

## **Tips for participants**

[Keyboard shortcuts for Microsoft Teams](#)

[Screen reader support for Microsoft Teams](#)

[Use live captions in a Teams meetings](#)

[Hide your identity in meeting captions and transcripts](#)

[Use Sign Language View in Microsoft Teams](#)

[Use CART captions in a Microsoft Teams](#)

[View live transcription in a Teams meeting](#)

[Use Immersive Reader in Microsoft Teams](#)

Turn on high contrast mode in [Change settings in Teams](#)

[Zoom in and out of Teams](#)

# Learn More Links

## Microsoft Learn

[Accessibility Fundamentals](#)

[Accessibility guide for M365 apps](#)

[Accessibility by design | Microsoft Docs](#)

[Accessibility - Windows apps | Microsoft Docs](#)

## LinkedIn Learning

[Accessibility Learning Path](#)

## Accessibility links

[Accessibility Technology & Tools | Microsoft Accessibility](#)

[Microsoft Accessibility Blog - Making technology easier to see, hear and use!](#)

[Accessibility Resources & Training | Microsoft Accessibility](#)