

Creating Accessible and Engaging Microsoft Teams Presentations / Meetings

As we are connecting more and more through the Microsoft Teams space, we have put together a guide with some tips and strategies to make your Microsoft Teams presentation accessible and engaging.

Ask about Accessibility needs before the scheduled presentation / meeting

1. This could be a part of the registration form where participants can enter their accessibility needs on enrolment.
2. Or you can send an email out to participants to reply if they have any accessibility needs.
3. If participants have any accessibility needs make sure that you address these needs through providing the required captioning or accessible versions of your presentation.
4. Regardless of accessibility requirements ensuring that your presentation is accessible supports everyone's engagement with your content.

Preparing for the presentation

1. Where possible arrange for someone separate to the presenter to monitor the chat and build in times during the session for questions.
2. Having two presenters covers any technological/connection issues that may arise and the monitoring of the chat.

Create Accessible PowerPoint Presentations

1. If you are sharing a PowerPoint presentation, ensure that you have checked through the accessibility checker for that presentation. ([Refer to separate Tip Sheet on creating accessible PowerPoint presentations](#)).
2. Ensure that the PowerPoint slide is not overly cluttered with sufficient blank space between information.
3. Ensure that there is high colour contrast.
4. Use sans-serif font that is easily readable like Calibri or Arial for all online content.
5. Avoid using all capital letters.

Housekeeping rules

1. If you are presenting at the beginning of your workshop/presentation inform everyone to mute their microphones and turn their cameras off. This is important as sounds coming in from other microphones could be distracting or interfere with the presenter's audio.
2. Encourage participants to use the "raise your hand" function or enter their questions in the chat if they have any questions or comments. Let participants know how you will be addressing their questions.
3. Inform participants on the flow of the workshop and when there will be times for interaction or questions.

Turning on captioning individually where needed

1. Microsoft Teams has automatic captioning for all meetings, and you can inform your participants to "turn on" this function for themselves. [For more on how to turn on captioning in the Teams meeting please click on this link to a step-by-step video.](#)
2. Sometimes unforeseen technical difficulties might occur, and captioning may not be working, if this happens you may have to stop and restart the meeting if this is an accessibility requirement for any of your participants. Alternatively, you can direct your participant to use Microsoft Translator or

Presentation Translator as a separate captioning device ([Refer to separate Tip Sheet on Study Hack – AI generated live subtitles and transcript for any audio](#)).

Verbally cover all content that is on the slides

1. You do not need to read out verbatim what is on your slides, but you will need to ensure that the content that is on the slides is being verbally covered.

Ensure that all videos played have captions and the audio captures the visual content

Provide your slides after the presentation in an accessible pdf format

1. Ensure that links on the slides are working.
2. If the accessibility checker has been complied with then the pdf will be accessible to be used with a screen reader.

Monitoring and addressing the chat

1. Having two presenters/ facilitators is good practice for online presentations due to possible internet connection problems and to monitor the conversations in the chat.
2. Or if you are the lone presenter bringing up Microsoft Teams chat on another device (such as another laptop or mobile phone) allows you to monitor the chat while in presenter mode.
3. Have time built into your presentation to address the questions that appear of the chat.

Engaging with your participants

1. It is sometimes hard to feel engaged in an online presentation. Interact with your participants using polls, quizzes etc.
2. You can ask your participants to raise their hands in response to a question posed and select one or two to turn on their videos and microphones to discuss.
3. Get participants to state their name before speaking (This is important for Vision impaired participants who cannot 'see' who is speaking and for hard of hearing and deaf participants who cannot recognise by voice cues alone and are busy reading captions perhaps).
4. If time permits, incorporate break out rooms and time for participants to communicate and network with each other, allowing them to share and interact in a more comfortable platform

Imagine you are presenting to an audience

1. Sometimes it can feel like you are talking to yourself while presenting online as the normal feedback systems are not available.
2. It is useful to get yourself into a positive and relaxed headspace like what you would do before a face-to-face presentation. It is also supportive to involve interactive elements where appropriate to gauge audience engagement.

Record the presentation

1. When you record the presentation, it will be available on Microsoft Stream for your participants. This allows participants to go over some of the content that you covered.
2. Microsoft Stream will auto caption the video. [For more on how to turn on auto captions in Microsoft Stream click on this link to a step-by step video.](#)