




TEACHING WITH TEAMS: ESSENTIALS

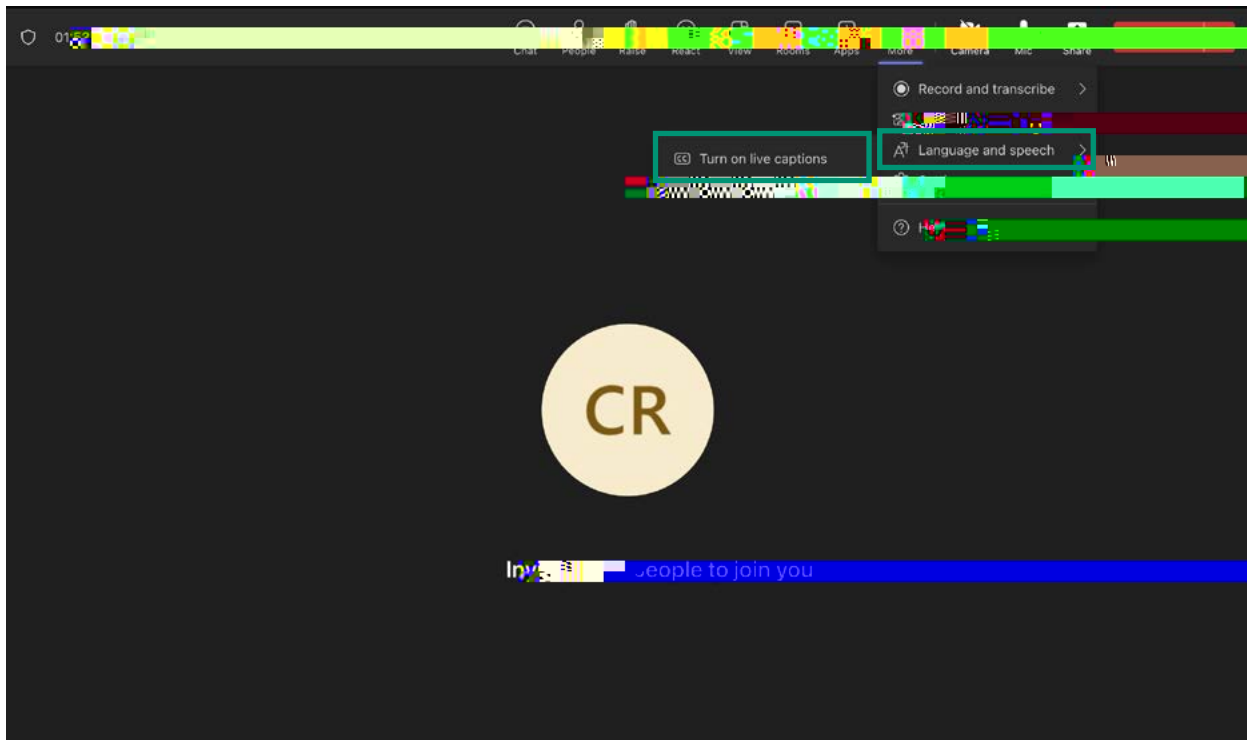
LIVE CAPTIONS

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.

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



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





To turn them off, return to the **live captions**, choose **Turn off**, then choose **Turn off**

