



Microsoft Accessibility Features

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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

1.3B

16% of the worldwide population has a disability

1 in 5

Identify as neurodivergent
53% of Gen Z
70% of Gen Alpha

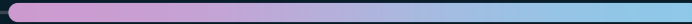
83%

will experience disability
(including situational or temporary) while of working age

75%

Most disabilities are non-apparent – you don't know who is affected

Productivity Tools



Productivity Tools by Product

Windows

- Text size
- Mouse pointer/touch
- Narrator
- Live captions
- Magnifier
- Contrast themes
- Captions
- Voice access
- Color filters
- Focus (W11)
- Windows+H
- Windows+U

PowerPoint

- Designer
- Translator
- Dictate
- Rehearse with coach

Outlook

- Read aloud
- Dictate
- Immersive reader
- Translator

Word

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

Excel (NEW)

- Dark mode
- Focus cell
- Translate language
- Detect language

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
- Translation in captions

Coming soon:

- Interpreter feature: participants speak or listen in preferred language
- Transcriptions will support multilingual meetings
- Recap visual content shared on-screen from PowerPoint or the web
- Copilot summary of any files shared in the chat interface

AI-powered assistant enabling an accessible workforce



Microsoft 365 Copilot

Inclusively embedded within Microsoft 365 Apps

Neurodiversity: 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

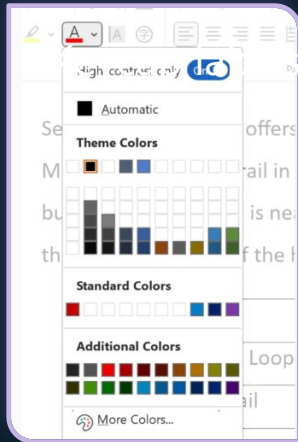
Make your content accessible to everyone



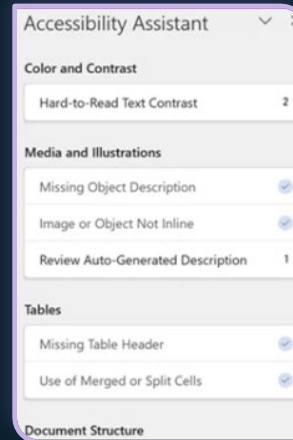
Accessibility Assistant

Make accessible content with less effort

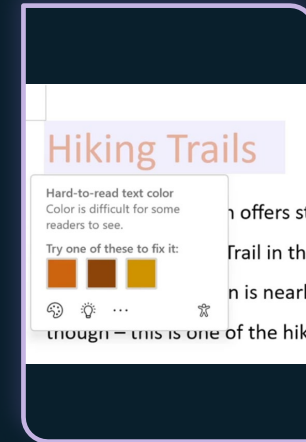
Better defaults to prevent issues before they occur



Real-time and in-context remediation



Clear guidance that appears in the flow of work



Alt text

Alt text is a property of an image that allows screen readers to describe the image.

Guidelines for alt text:

- Concise
- Include any relevant text in the image
- Reflects intention and context of the image
- May be left blank if image is purely decorative or redundant
- Confirm any auto generated alt text

[Everything you need to know to write effective alt text](#)

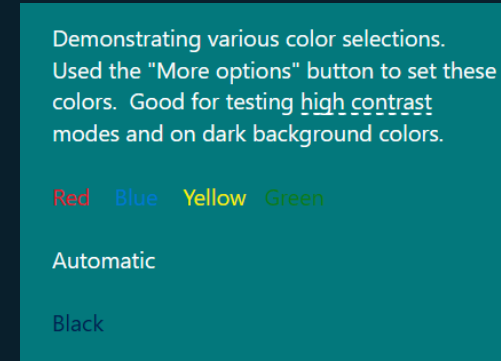
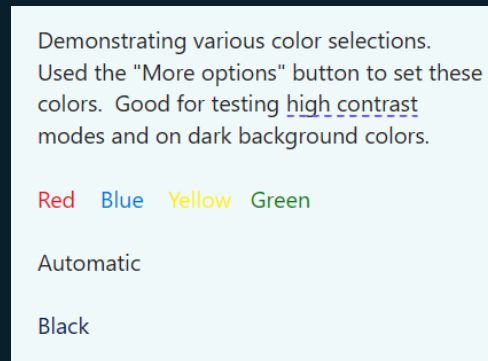
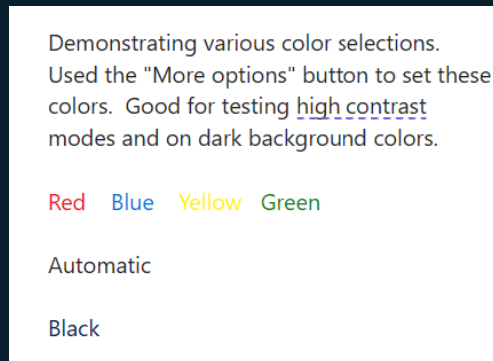


Bonus Tip: This also applies to images in email, Word, PowerPoint, PDF, and other documents.

Color contrast & font size

High contrast colors make content easier to read for everyone, and specifically people with low vision and people who identify as neurodivergent.

Ensure font size is readable (12-14 points)



Captions and transcripts

Provide captions for all video content

Offer transcripts for audio content

TED Ideas change everythingWATCHDISCOVERATTEND



Actually, I just needed to have a bit of help

How new technology helps blind people explore the world

1,514,186 plays ⓘ | Chieko Asakawa | TED@IBM • October 2015

 Takeaways NEW

 Share

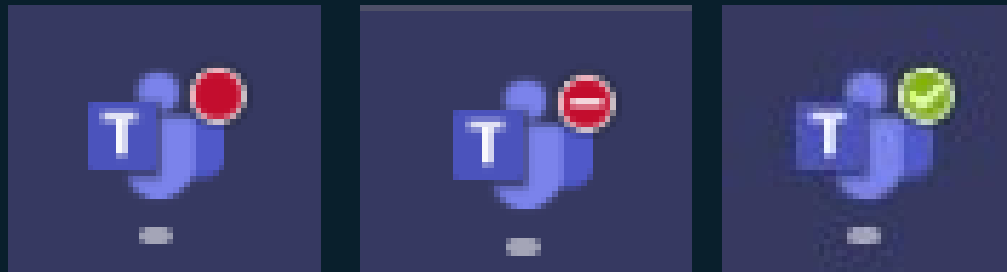
 Save

 Like

[Read transcript](#)

Convey information

Avoid conveying information with color alone which is difficult for people with color blindness.



In Teams, each different state has a symbol (or no symbol, in the case of busy).

Accessible links

Describe the link destination clearly

Avoid generic phrases like "click here"

No one-size-fits-all

We believe accessibility needs to be a priority that drives transformative change. As we navigate the promise of AI to fuel accessibility innovation, we're committed to advancing accessibility as a fundamental right.

[Learn more about accessibility at Microsoft](#) ↗

Emojis and GIFs

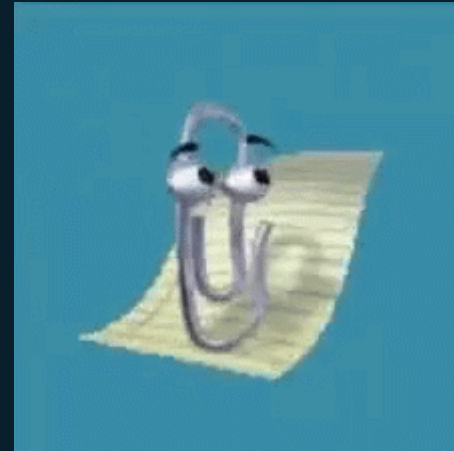
Add space between emojis and text and in between emojis

Avoid overuse

👉 news update



Add alt text to GIFs

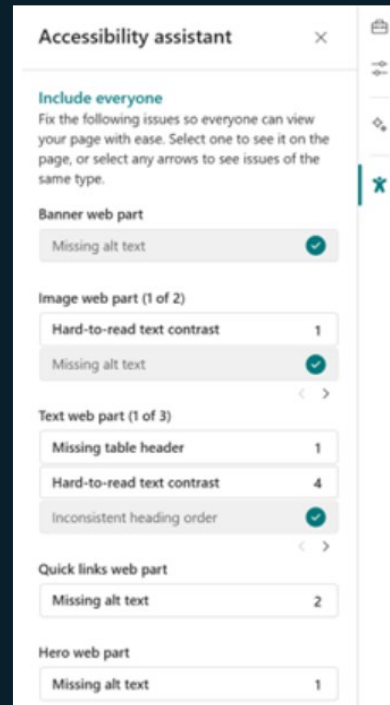


Accessibility Assistant - SharePoint

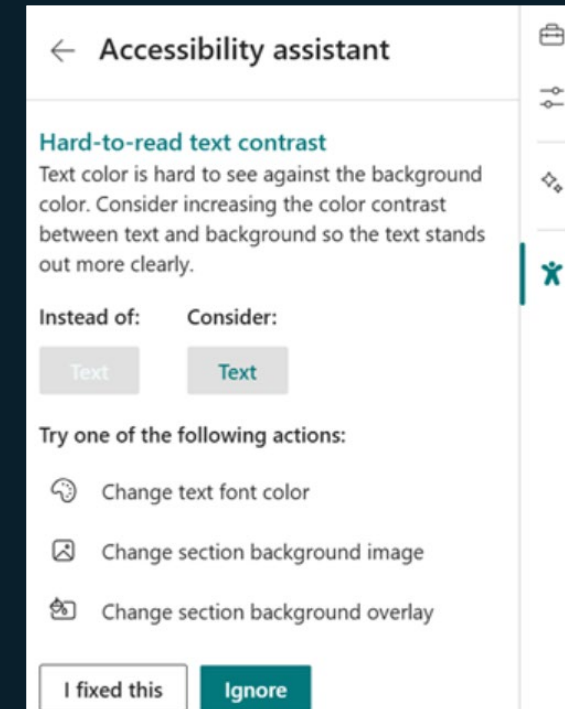
Initiate scan before publishing page



Opportunity to improve accessibility



Clear guidance to fix accessibility issues



SharePoint accessibility

Page elements

- Text web part
- Image web part
- Quick links web part
- Hero web part
- Banner web part

Checks for

- Page structure
- Missing alt text
- Blank links
- Tables (missing table headers)
- Color contrast

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

Disability Answer Desk

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

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



Accessibility Training

Accessibility 101

Foundational knowledge on accessibility and disability inclusion

aka.ms/accessibility101

Accessibility Fundamentals

Introductory course on accessibility including intro to accessibility, principles and guidelines, accessible content, testing, and creating accessible AI experiences.

Available on Learn

[Accessibility fundamentals - Training | Microsoft Learn](#)

Available via SCORM package

[Accessibility Fundamentals Course Package Toolkit](#)

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](#)