

Accessibility and Inclusion in Teams Meetings

Proactive Operations Program

Focus Area: Business/IT Alignment

Duration: 4 Hours(Remote)

Difficulty Level: 100

Overview

As organizations around the world prepare for a hybrid work environment, inclusion and accessibility are a top priority. Moving to a hybrid work approach means organizations need to be mindful about the work environments they are cultivating. Microsoft Teams is the one-stop shop for collaboration in Microsoft 365 and meetings in particular are the target focus of this engagement.

Meetings are more effective when they are inclusive. Meetings cannot be inclusive if they are not accessible. Studies have shown that virtual meetings can burden users with meeting fatigue or the meetings themselves are ineffective or exclusive to more extroverted employees. Therefore organizations must enter the world of hybrid work mindfully by becoming educated on best practices for an accessible and inclusive meeting.

Microsoft Teams features make accessibility and inclusion easier. From Together Mode, live captioning, PowerPoint Live, Accessibility Checker and more, there are an extensive amount of features that can be utilized to drive inclusion.

Objectives

In this 4-hour engagement, a Microsoft Customer Engineer will share best practices on how to be inclusive before, during and after a meeting. The engineer will also demonstrate the features.

Key Takeaways

Participants of this engagement will learn best practices to ensure that meetings are inclusive and accessible.

While the immediate goal of the engagement is to educate users, the long-term goal for organizations is to foster inclusion and become more accessible.

Scope of Engagement

- The 4-hour engagement concentrates on discussing why inclusive meetings are important, how you can ensure that meetings are inclusive throughout their entire lifecycle and pivoting the approach to meetings by incorporating accessibility features.
- There are 3 modules:
- **Module 1: Diversity and Inclusion in Modern Work**
 - Why must organizations focus on inclusion? Why are meetings important? Can we measure inclusion during a meeting?
- **Module 2: Meeting lifecycle tips**
 - Best practices on inclusion before, during and after the meeting for participants and organizers
- **Module 3: Accessibility and Inclusion in Action**
 - Demonstrations of accessibility and inclusion based features in Microsoft Teams
- Features that will be discussed include:
 - Live captions
 - PowerPoint Live
 - Live events
 - Webinars
 - Accessibility Checker
 - Meeting recordings
- Activity cards for best practices are provided covering the topics discussed.

Recommended Audience

This delivery is suited for any user that participates in or organizes meetings.

For more Information

Contact your Microsoft Account Representative for further details.