



Microsoft Accessibility Features

Laurie Allen
Accessibility Technology Evangelist

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:

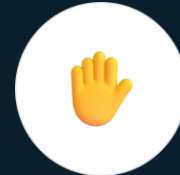
- Consume the slides at your own pace
- Change to a high contrast
- Enable language translations



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.



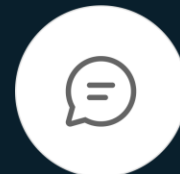
Make sure you're on mute when not speaking.



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



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

**Accessibility is a
Fundamental Right**



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



Your guide

to Immersive Reader



Clipboard Font Paragraph Styles Editing Voice Sensitivity Add-ins Editor Copilot

Calibri (Body) 11 A Aa B I U x₂ x² Find Replace Select Dicta Sensitivity Add-ins Editor Copilot

Normal No Spacing Heading Heading 2 Title

Accessibility

🔗 |

AutoSave Off Document1 - Word General*

File Home Insert Draw Design Layout References Mailings **Review** View Help Immersive Reader

Comments Editing Share

Editor Spelling and Grammar Thesaurus Word Count Read Aloud Check Accessibility Translate Language New Comment Delete Previous Next Show Comments Track Changes All Markup Show Markup Reviewing Pane Accept Reject Previous Next Compare Block Authors Restrict Editing Hide Ink Linked Notes

Proofing Speech Accessibility Language Comments Tracking Changes Compare Protect Ink OneNote

Accessibility

Accessibility is the practice of designing and creating products, services, and environments that can be used by everyone, regardless of their abilities or disabilities. Accessibility aims to ensure that all people have equal access to information, communication, education, entertainment, and social participation.

Accessibility benefits not only people with disabilities, but also people who face temporary or situational barriers, such as low bandwidth, slow devices, noisy environments, or unfamiliar languages. Accessibility also enhances the usability, quality, and inclusivity of products and services, and can foster innovation and creativity.

Accessible Content

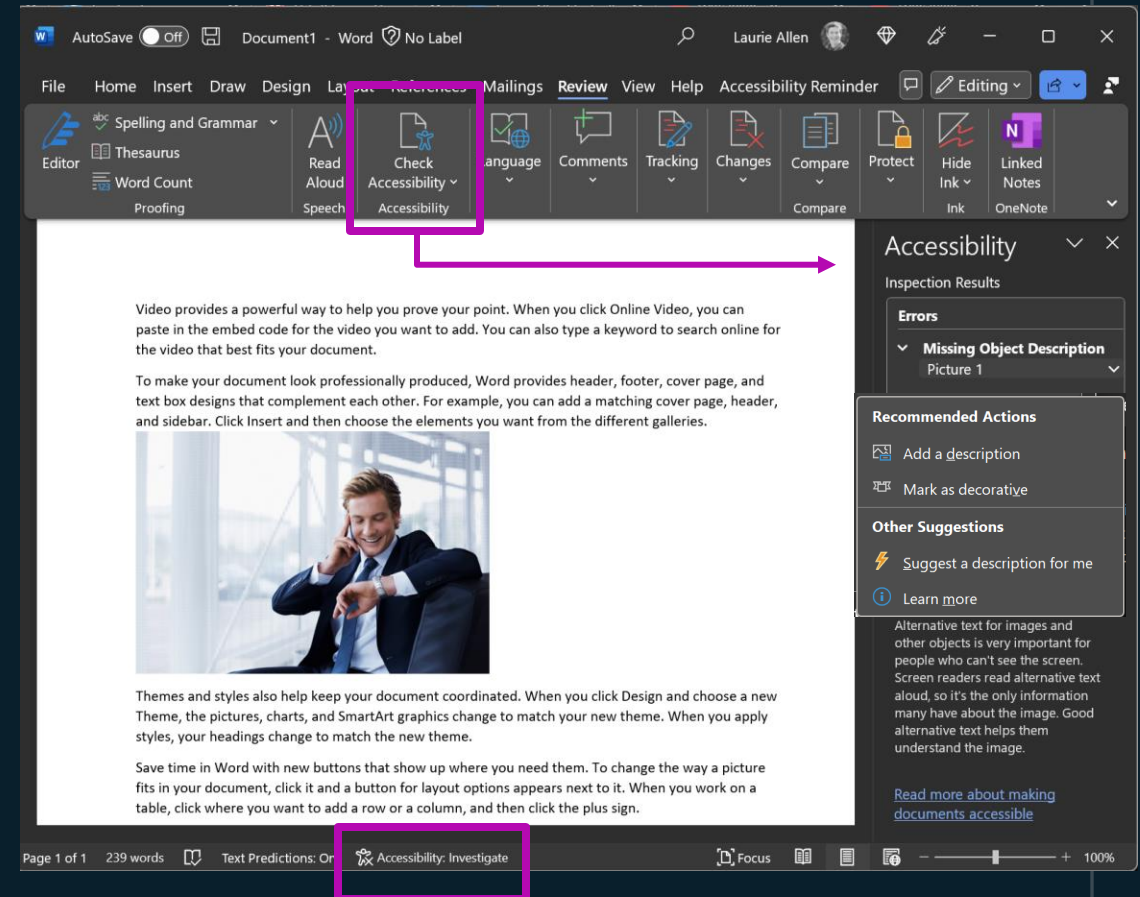
Make your content accessible to everyone



Word

Create accessible documents

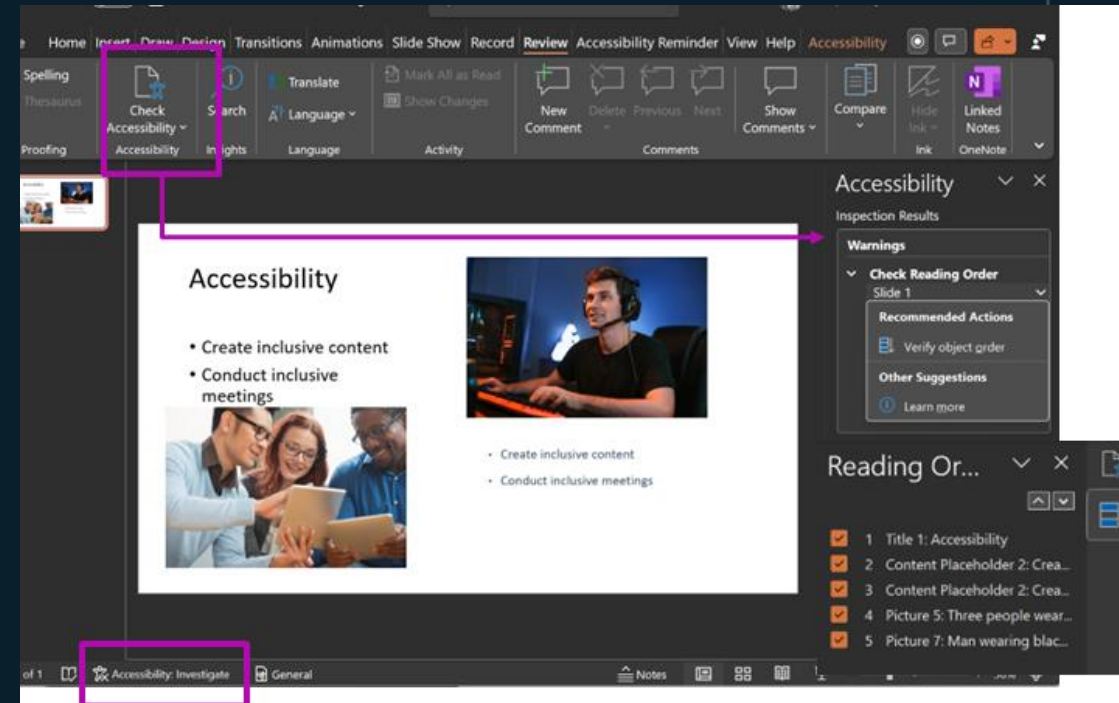
- Run Accessibility Checker
- Accessibility indicator
- Use built in headings & styles
- Add alternative text to images
- Add meaningful hyperlink text
- Sufficient color contrast
- Avoid conveying information with color alone



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. The 'Review' tab is selected, and the 'Check Accessibility' button is highlighted with a red box. The spreadsheet contains a table with the following data:

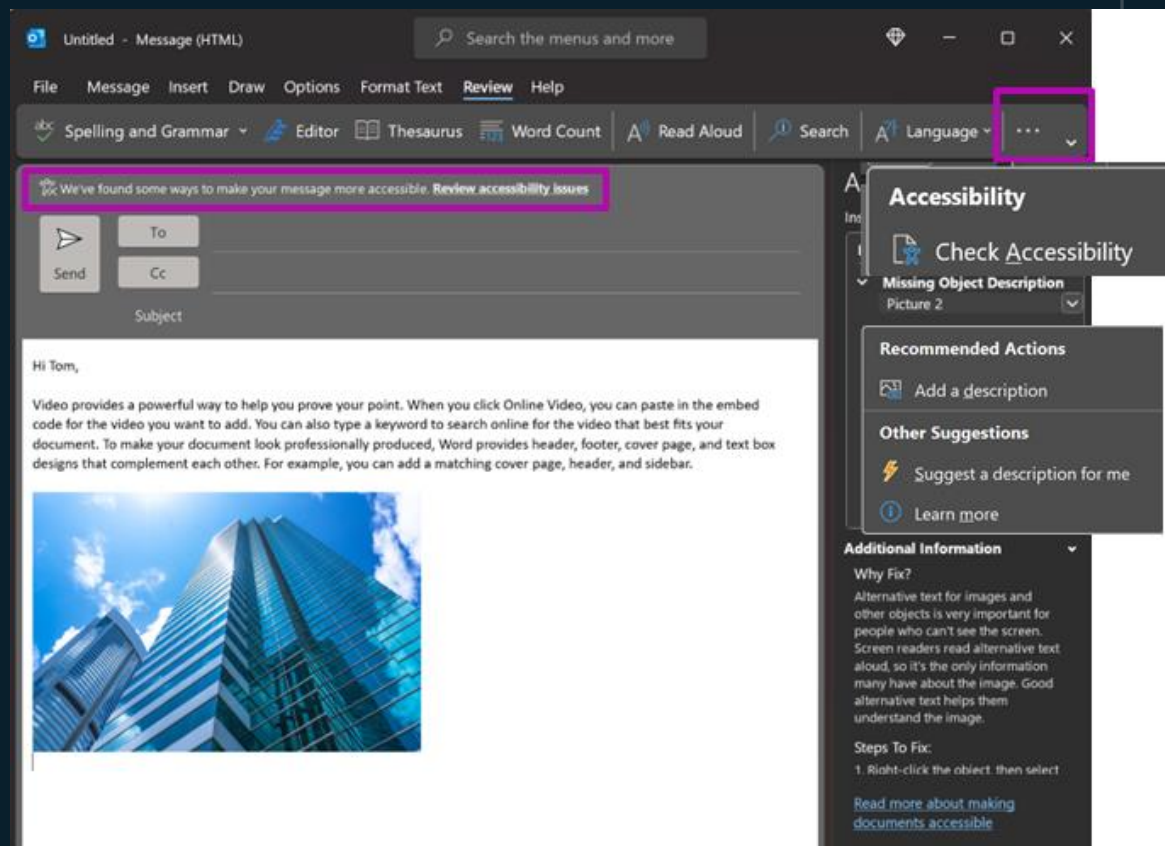
1	Data	Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8	Column 9	Column 10	Column 11
2	Row 1	0.38	0.85	0.37	0.23	0.77	0.84	0.22	0.91	0.40	0.09	0.84
3	Row 2	0.34	0.56	0.34	0.08	0.91	0.29	0.33	0.15	0.92	0.44	0.53
4	Row 3	0.25	0.97	0.47	0.14	0.58	0.66	0.57	0.11	0.39	0.32	0.02
5	Row 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												

The Accessibility pane on the right shows 'No accessibility issues found. People with disabilities should not have difficulty reading this workbook.' The status bar at the bottom indicates 'Accessibility: Good to go'.

Outlook

Create accessible emails

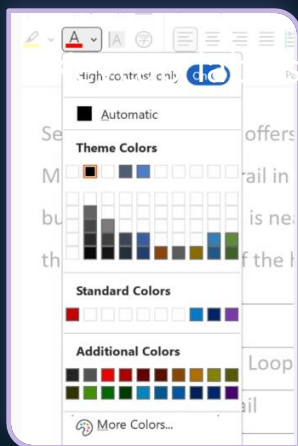
- Run Accessibility Checker
- Accessibility indicator
- Add spacing between paragraphs
- Use bulleted or numbered lists
- Turn on accessibility warnings
- Turn on automatically generated alt text option



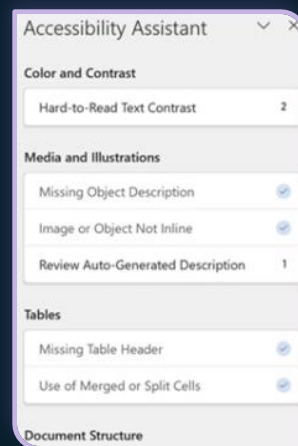
Accessibility Assistant

Make accessible content with less effort

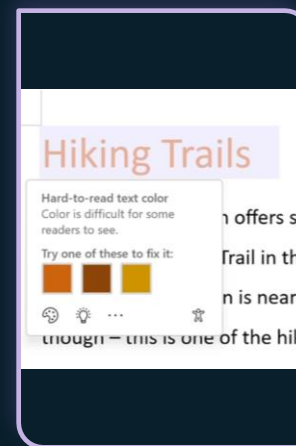
Better defaults to prevent issues before they occur



Real-time and in-context remediation



Clear guidance that appears in the flow of work

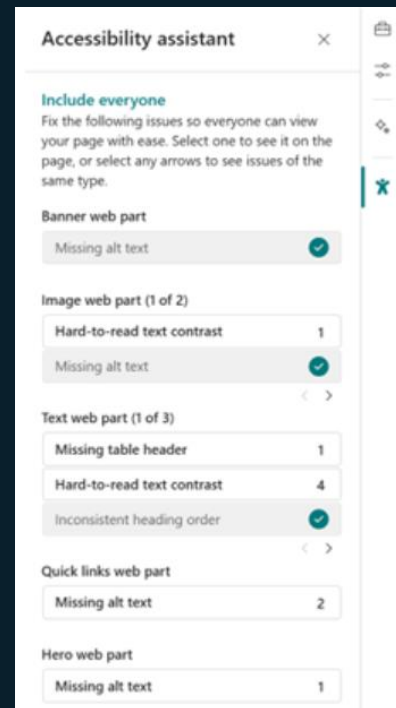


Accessibility Assistant - SharePoint

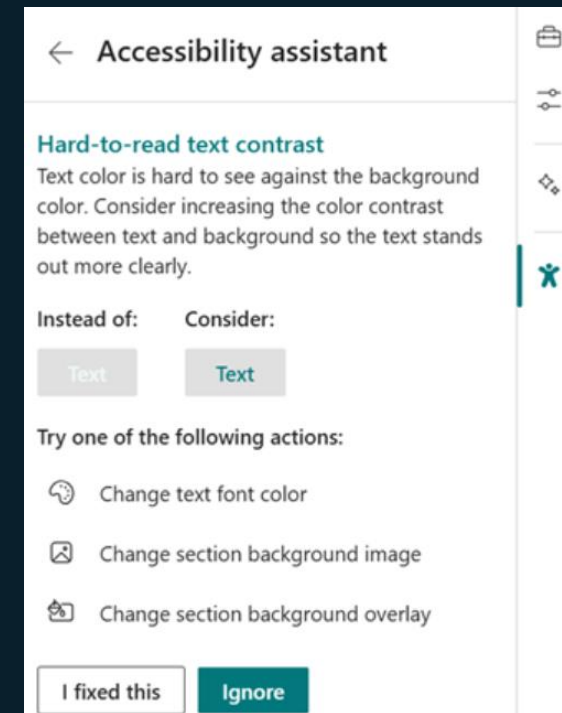
Initiate scan before publishing page



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](#)

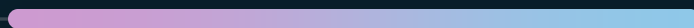
[Accessibility tools for hearing](#)

[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](#)