



Microsoft Teams for Windows

This document covers how to configure Teams and related assistive technology for students with visual impairments.

Students with Low Vision

Teams works well with the accessibility features included in Windows, such as Magnifier and high-contrast colour schemes. In addition, the font size within Teams can be changed with the following commands:

- Increase font size Control + Plus (+)
- Decrease font size Control + Minus (-)
- Return to default font size Control + Zero (0)

Navigating Teams with a Screen Reader

Microsoft Teams can be navigated as either a traditional application or can be navigated with browse mode (NVDA) or the virtual cursor (JAWS) as if it were a website. By default, JAWS is set up to use Teams as a regular application, while NVDA turns on browse mode and treats the application like a website.

In general, it is easier to use Teams as a regular application. Turning on browse mode/virtual cursor can be a useful option for students who are already familiar with navigating online environments. In the below keyboard commands, the JAWS and NVDA key is either **Insert** or **Caps Lock**, depending on settings.

- Browse mode on/off (NVDA) NVDA + Space
- Virtual cursor on/off (JAWS) JAWS + Z

Configuring NVDA

By default, NVDA turns on browse mode every time Teams is launched. To set NVDA so that browse mode stays off, follow the below steps.

- With Teams running and in focus, press **NVDA + Space** to turn browse mode off.
- Press **NVDA + N** to bring up the NVDA menu.
- Press **C** to go Configuration Profiles and a dialog box will open.
- Press **Alt + N** to select the New button and a New Profile dialog will open.

New Profile

Profile name:

Use this profile for:

Manual activation Current application (teams) Say all

- Call the new profile name Teams.
- Press **Tab** to move to the Use this profile for group box.
- Press the **Right** arrow to select the radio button Current application (teams).
- Press **Enter** to select the OK button and close the New Profile dialog.
- Press **Alt + C** to select the Close button and close the Configuration profiles dialog.