



BrailleNote Touch Plus with Microsoft Teams

In this guide, we will cover strategies for navigation within the Microsoft Teams app with the BrailleNote Touch Plus.

This guide assumes that you have downloaded and installed Microsoft Teams and that you have logged into the app.

Note: In this guide, **KeySoft** refers to the BrailleNote Touch Plus's built-in screen reader.

The Microsoft Teams app consists of three sections of the screen: the **toolbar** along the top, the **main content area** in the middle, and the **tab bar** along the bottom.

First-letter navigation can be used to quickly move to most controls in Teams. For example, to move to the Chat tab button press **C**, or to move to the **Send** button press **S**. First letters may need to be pressed several times in a row if there are two or more on-screen items that start with that letter.

The Toolbar

The **toolbar** runs long the top of the screen. The toolbar consists of:

- The **Navigation** or **Back** button
- A heading with the name of the **selected view**
- Buttons **specific** to the selected view (these will change)
- The **Search** button



To move to the toolbar, press **DOTS 1-2-3 + SPACE**. This will move KeySoft to the **Back** or **Navigation** button, or to a button to start a new chat/meeting/call, depending on the view.

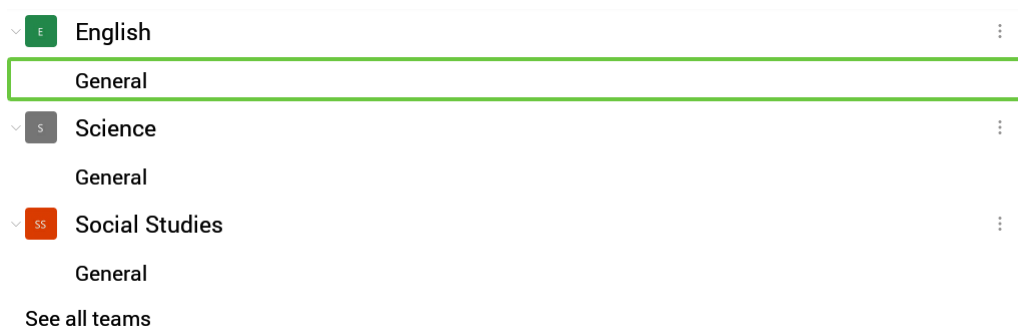
Press **DOT 4 + SPACE** to move forward through the buttons, Search button, and view-specific buttons. Press **DOT 1 + SPACE** to move backwards. After the view-specific buttons, KeySoft moves into the main content area.

The **Navigation** button can be expanded with **ENTER (DOT 8)** to access account options and app settings. Press **E (DOTS 1-5) + SPACE** to close the Navigation menu. The **Back** button goes back to the previous view, and can be accessed anywhere within the app by pressing **E (DOTS 1-5) + SPACE**.

Note: KeySoft does **not** provide any specific announcement to indicate the transition between creen areas. It is important to listen careful to what on-screen information KeySoft is reporting.

The Main Content Area

The **main content area** takes up most of the screen and its contents depend on the view. Most views contain a list of recent activity that, when activated, change to show that activity in more detail (such as a chat log or details of a calendar event). Along the top of the main content are tabs to view various sections of that content area.

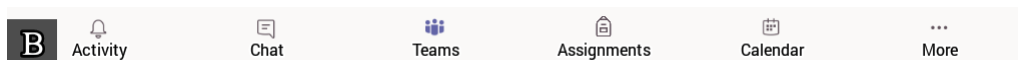


To navigate to the list of activities, chats, teams, or events, press **DOT 1 + SPACE** or **DOT 4 + SPACE**. Some item may be expandable, which indicates that additional items will appear underneath them. To expand or activate an item in the list, press **ENTER (DOT 8)**.

The Tab Bar

The **tab bar** runs along the bottom of the screen. The tab bar consists of areas within the Teams app, including:

- The **Activity** tab
- The **Chat** tab
- The **Teams** tab
- The **Assignments** tab
- The **Calendar** tab
- The **More** tab



To move to the tab bar, press **DOTS 1-2-3 + SPACE**. This will move KeySoft to the **More** tab, and the BrailleNote will say, "More tab, six of six, not selected." Note that the actual number of tabs will vary based on the configuration of the Teams app. The first number tells you the name of the tab that KeySoft is on (the More tab, in this case) and the second number tells you the current number of tabs available.

Press **DOT 1 + SPACE** to move through the available tabs on the tab bar. A tab must be activated to view its contents in the main content area. Press **ENTER (DOT 8)** on a tab to activate it. After the first tab (tab one of one), KeySoft will move into the bottom section of the main content area..

Note: KeySoft does **not** provide any specific announcement to indicate the transition between screen areas. It is important to listen careful to what on-screen information KeySoft is reporting.