Use live captions in a Teams meeting

There are a couple ways to get live captions in Teams:

- From the built-in captioning provided by Teams

- From a Communication Access Real-time Translation (CART) captioner

We are third-party CART caption providers so you will need to use the CART captions option.
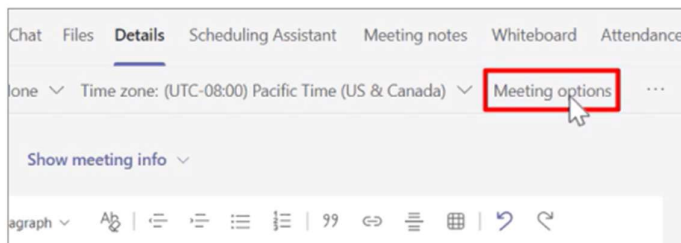
Use CART captions

The meeting organizer and CART captioner should work together before the meeting to make sure everything is set up correctly.

Set up CART captions

If you're the meeting organizer, make sure you invite the CART captioner to the meeting, You'll then create and send them a link, which they'll use to connect their CART system to the Teams meeting.

While you can set up CART captioning during a meeting, we recommend doing this before the meeting so that the captioner has time to troubleshoot issues that might come up.
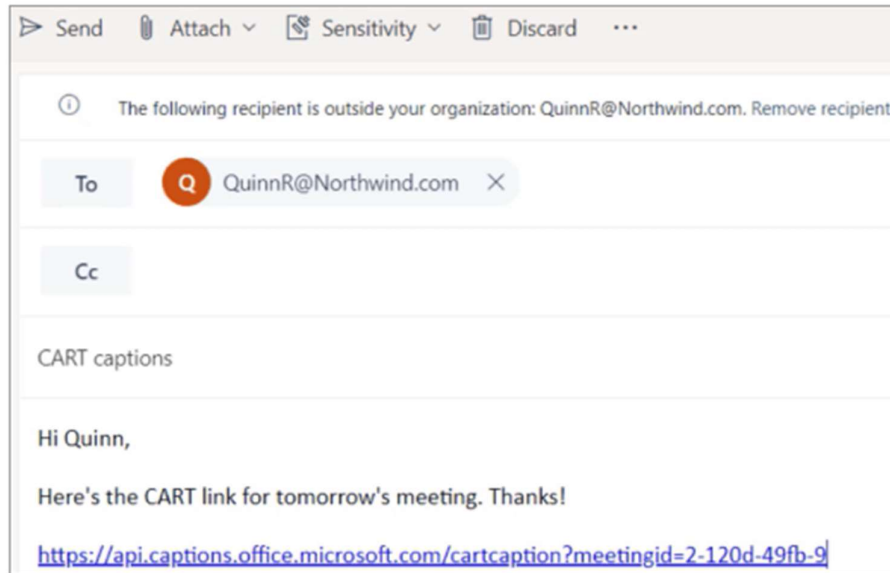
1. Open the meeting invite you created.

2. Select **Meeting options**.

3. On the **Meeting options** page, toggle **Provide CART Captions** on and select **Save** to create the CART caption link.

4. Under the link that appears, select **Copy link**.

5. Send the link in an email to the CART captioner.

*Our email address for the link is captionslive@outlook.com

Once sent, the CART captioner should have what they need to provide live captions for the meeting.

Turn captions on and off

Anyone can turn on live captions, but in this case, the CART captioner should do this to verify the meeting is receiving their captions.

- To use live captions in a meeting, go to your meeting controls and select **More options** ··· > **Turn on live captions**.

  CART captions display by default. Switch to the Teams built-in captions anytime by selecting **Captions settings** ··· to the right of the captions.

- To stop using live captions, go to the meeting controls and select **More options** ··· > **Turn off live captions**.

Get the most out of your captions

To make sure your live captions are as accurate as possible, try to follow these best practices:

- Speak clearly, slowly, and directly into the mic. As your distance from the mic increases, captions may become less accurate.

- Avoid locations with background noise.

- Avoid having multiple people speak at the same time.