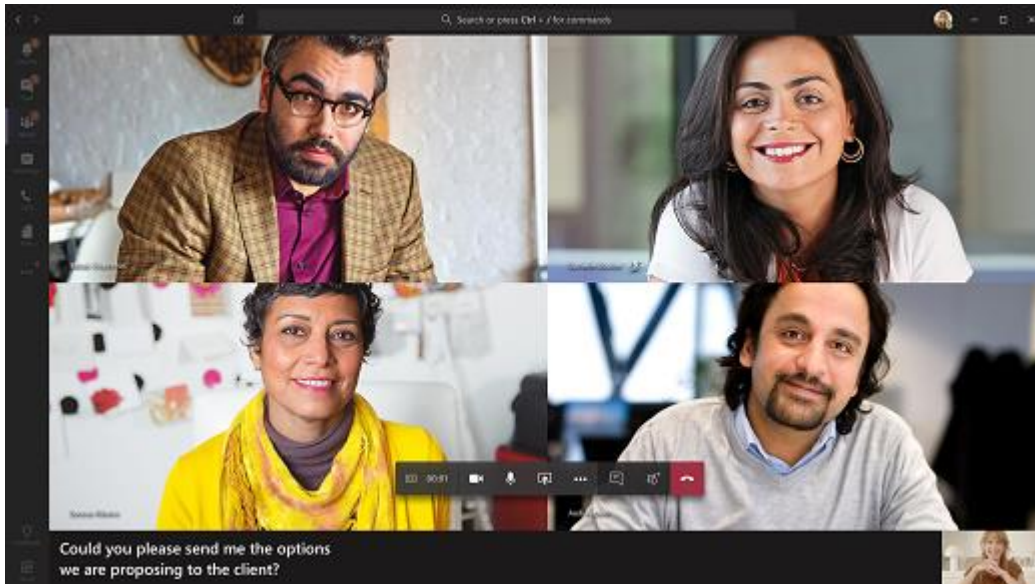


Use live captions in a Teams meeting

Teams can detect what's said in a meeting and present real-time captions. And, if you've turned on the [new meeting experience](#), your captions will include speaker attribution—so you'll see not only what's being said, but who's saying it.

Note: Captions are only available in English (US) for now.

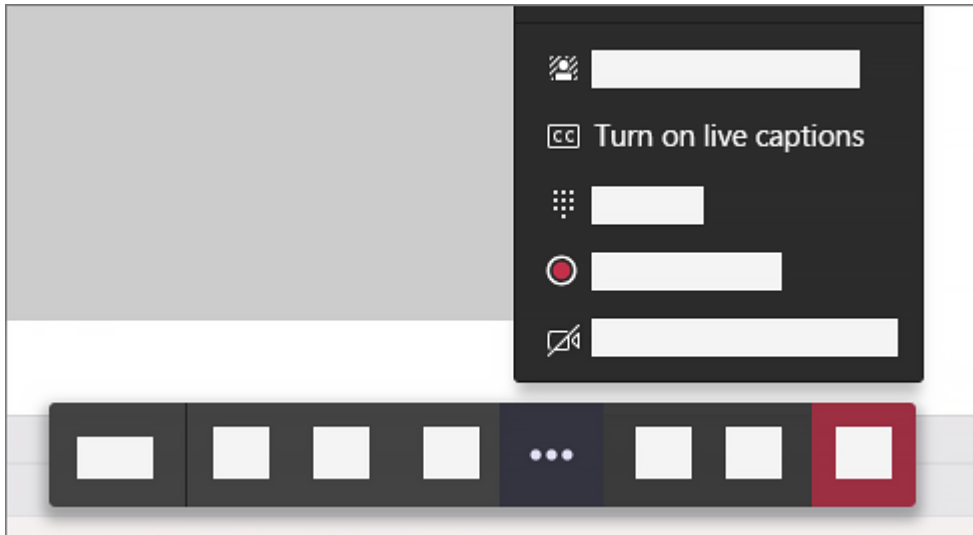


Live captions can make your meeting more inclusive to participants who are deaf or hard-of-hearing, people with different levels of language proficiency, and participants in loud places by giving them another way to follow along.

Note: Teams doesn't save captions.

Turn captions on and off

To use live captions in a meeting, go to your meeting controls and select **More options** **⋮** > **Turn on live 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.
- Use the highest-quality [Teams-certified equipment](#) available to you.

Notes:

- If someone is speaking with an accent, captions may be less accurate.
- Obscenities will be starred out.

FAQ

Where does Teams process the data it uses to provide live captions?

We process the data in the geographical region where your organization is based.

What data does Teams use to create the captions?

The Microsoft Automatic Speech Recognition (ASR) technology service, which generates Teams meeting captions, may use a meeting's subject, invitation, participant names, attachments, and recent emails of the participants to improve the accuracy of captions.

Who has access to this data?

No one. Microsoft ASR involves no human intervention, and no one can access the meeting audio or any other meeting information at any time.

Does Teams store any caption data?

No. Caption data is permanently deleted after the meeting is over.

If I don't want Teams to process this data to begin with, can I prevent it?

Yes. Simply don't turn on live captions.