How can I get live captions for my PowerPoint Presentation?
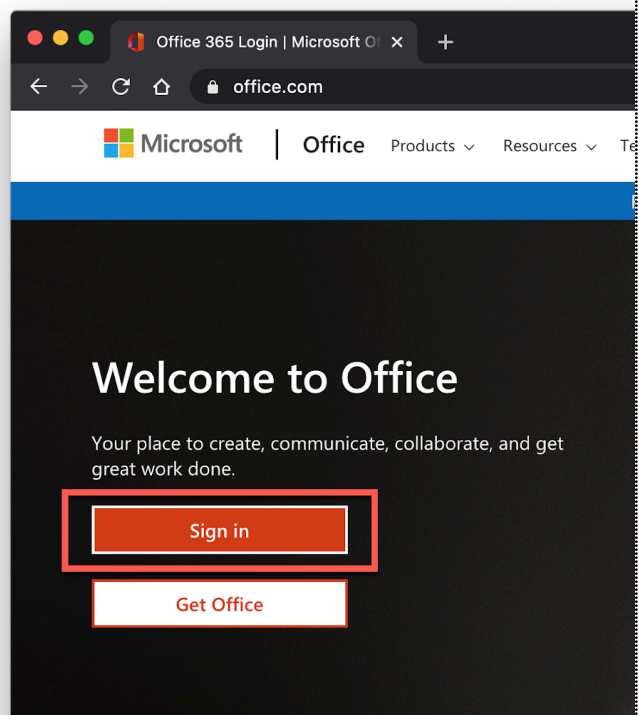
Live captions are important for synchronous events to be accessible for those who may have trouble hearing audio included with a presentation. Microsoft PowerPoint can provide computer-generated live captions if the presentation is run through the online Office 365 version of PowerPoint.

Important Notes:

1. *You cannot edit these captions.*
2. This documentation assumes you are using **Zoom** or **Kaltura Capture** to record your screen.

Prepare your Presentation and Upload it to Office 365
1. Create your PowerPoint on your computer and save it where you can browse to find it.

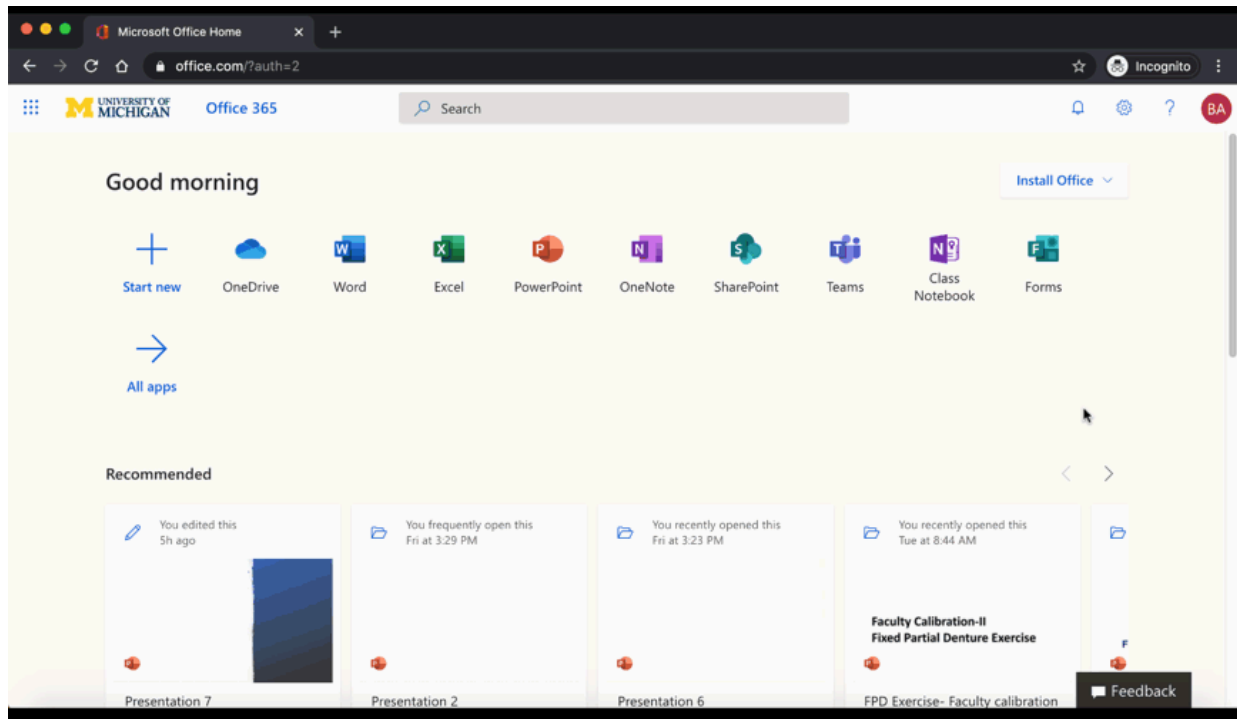|	
2. Using your Chrome browser (highly suggested), go to https://office.com 3. Click Sign in	

4. Use your UMich email address and password to sign in

5. You can choose to stay signed in if you are using your personal, secure device

6. Choose Upload and Open on the right side of the screen. Browse your computer for your presentation file and select it to be uploaded.

7. On the Slideshow Tab, Always Use Subtitles should be visible. You can change where the subtitles appear by clicking on that button for more options.
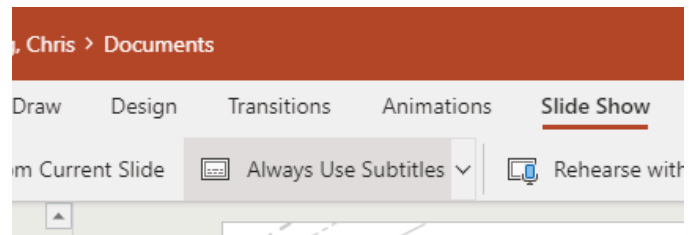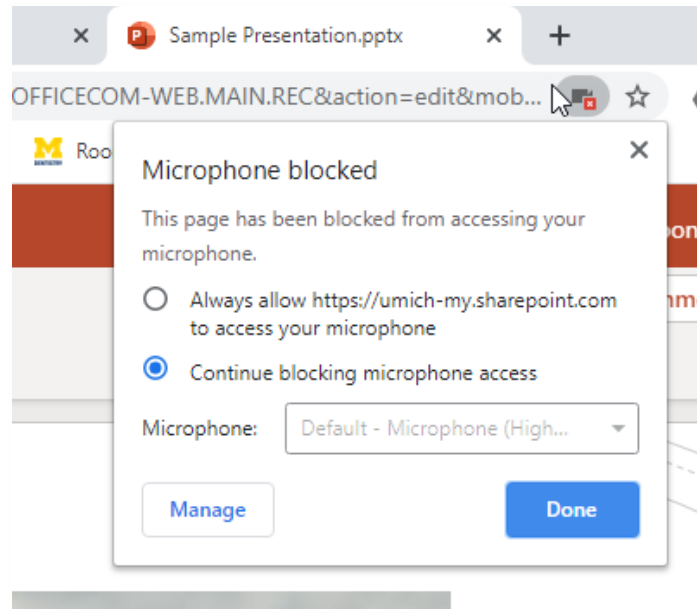

8. Once the SlideShow is started, you may have to allow the microphone to be shared.
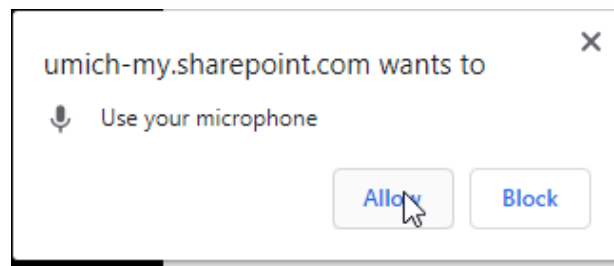
IF you do not get the microphone pop up and the subtitles are not working, check to see if the pop-up menu has been blocked in the far right of the address bar in Chrome.

Select Always allow access to microphone.

9. Captions should appear automatically when the slideshow is running. They will lag slightly behind the presenter's speech.