



How can I get live captions for my PowerPoint Presentation?

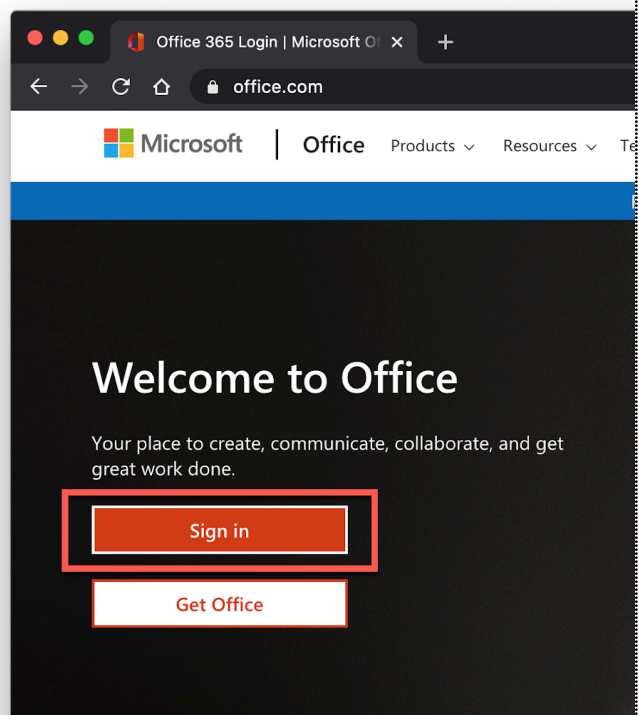
Live captions are important for synchronous events to be accessible for those who may have trouble hearing audio included with a presentation. Microsoft PowerPoint can provide computer-generated live captions if the presentation is run through the online Office 365 version of PowerPoint.

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





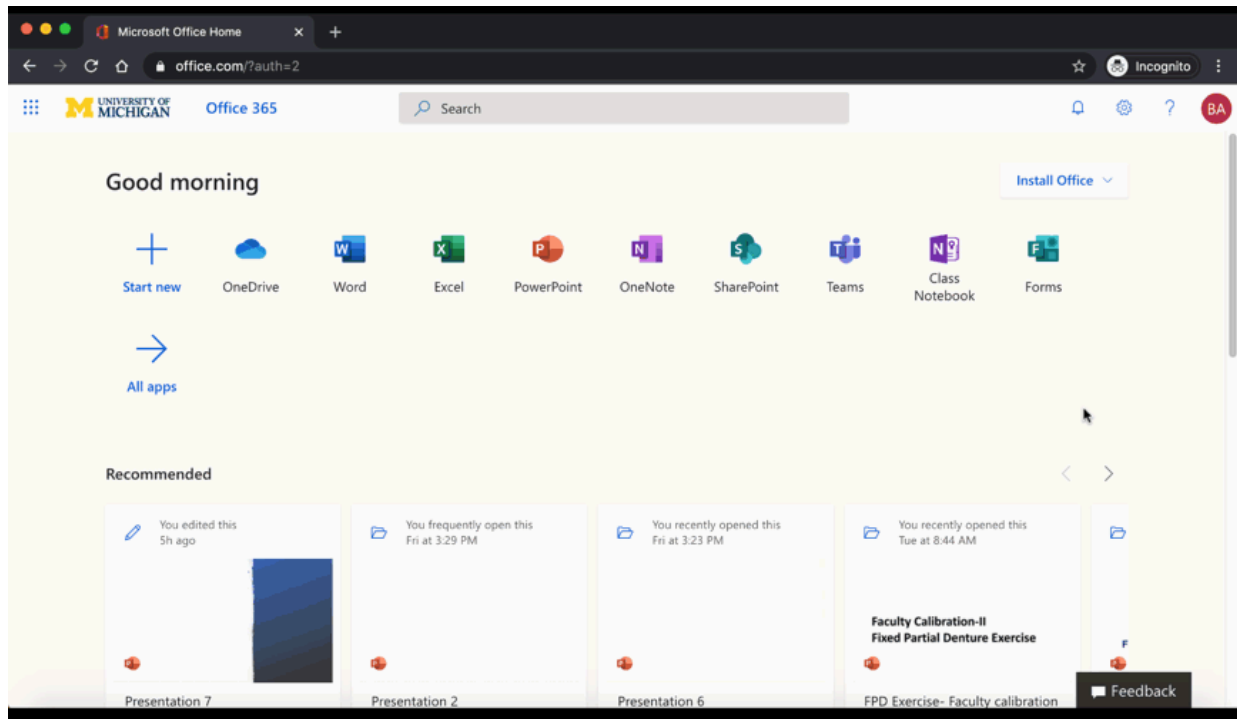
4. Use your UMich email address and password to sign in

The screenshot shows the Office 365 sign-in interface. At the top, the University of Michigan 'M' logo and the Office 365 logo are displayed. Below them, the email address 'abarrag@umich.edu' is shown with a back arrow. The main heading is 'Enter password'. There is a password input field with the placeholder text 'Password'. Below the field is a link that says 'Forgot my password'. A blue 'Sign in' button is located at the bottom right. At the very bottom, a small line of text reads 'By your use of these resources, you agree to abide by the University of Michigan's Acceptable Use Policy'.

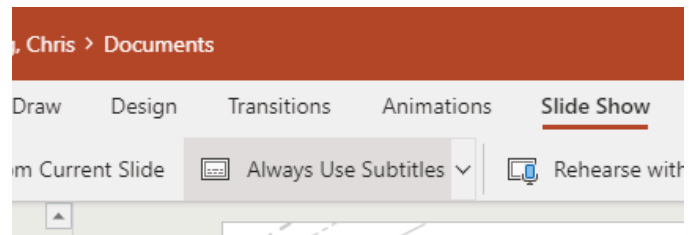
5. You can choose to stay signed in if you are using your personal, secure device

The screenshot shows the 'Stay signed in?' prompt in the Office 365 interface. The University of Michigan 'M' logo and the Office 365 logo are at the top. The email address 'abarrag@umich.edu' is displayed. The heading is 'Stay signed in?'. Below the heading, the text reads 'Do this to reduce the number of times you are asked to sign in.' There is a checkbox labeled 'Don't show this again'. At the bottom, there are two buttons: a grey 'No' button and a blue 'Yes' button.

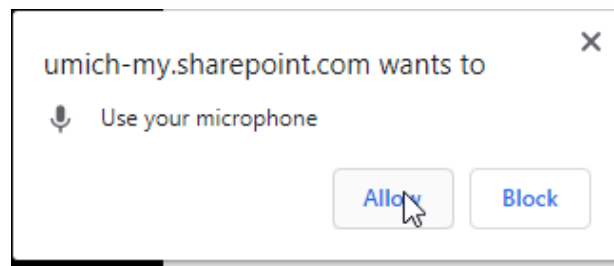
6. Choose Upload and Open on the right side of the screen. Browse your computer for your presentation file and select it to be uploaded.



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.



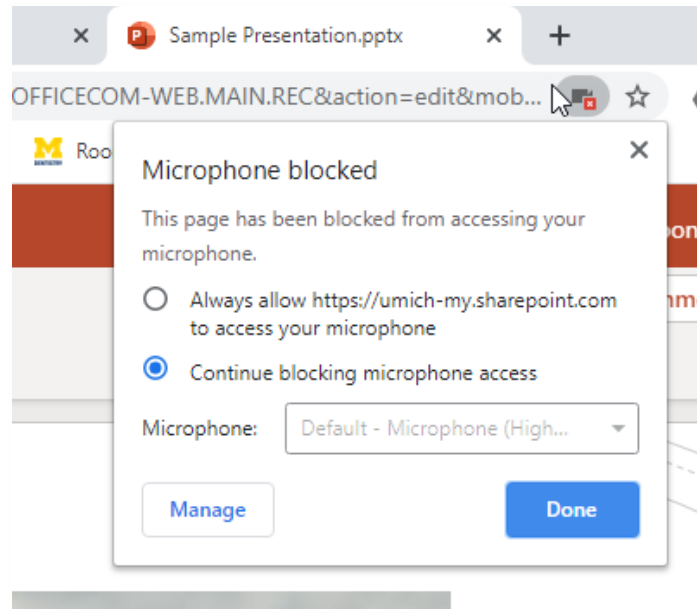
8. Once the SlideShow is started, you may have to allow the microphone to be shared.





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.

