

# Accessibility Features in Office 365

## Log in to Microsoft Office 365:

### What is it?

Virtual way of accessing your emails, your teachers, your classes, your classmates, and any administrative support.

Go to your College Office 365 website to start the login process.

- Enter your student email address (your address is a combination of your student number or first name dot your last name, ie. First.name@...) plus your school's address.
- Enter your Omnivox password, the same one used for to access MIO. In some cases it may be the password used when logging on to a computer at the College.
- Click "Sign in". Assuming your password is good, you should now be in Microsoft Office 365. Follow the prompts the get set up, if not already done.

Another way to access Office 365 could be through your omnivox directly. For this login to your omnivox as you normally would. On the lefthand side of your screen click on "My Agenda and Email". Once signed in through there, you can click on the squares at the top left hand corner of your screen to access Teams or other features of Office 365.

**IMPORTANT:** If you are experiencing problems with your password or logging in to Microsoft Office 365, please contact your Information Technology Helpdesk

## Meetings - Live Captions:

### What is it?

Closed captioning option available for meetings (US English only). With live captions, Teams can detect what is said in a meeting and present real-time captions. Live captions provide inclusivity ( help for hearing impairments, language barriers, and loud spaces.

Please note: The captions are only available on the desktop app.

To use live captions, in a meeting, go to your meeting controls and select more options, which are the three dots beside your camera and your microphone (...). Then click on "Turn on live captions".

To stop using the live captions, click on more options again (...), and then click on "Turn off live captions".

## Dictation:

### What is it?

Dictation lets you use speech-to-text services

When opening a word document, such as an assignment, or if you want to write a new document, click on "home", and then all the way to the right side of your screen, there is a button called "Dictate" with a microphone. When using dictate, if you want to insert punctuation, make sure you say them explicitly. For example, if you'd like to insert a period or a comma, you need to dictate "period" or "comma".

For "Dictate" settings, please click the drop down arrow beside the microphone. Here you can select the preferred language of your choice.

## Look and Feels of Office:

To change the background color and design of of all your Office programs, go to "file", "options", "general", "Office Theme".  
You may change your background and/or your theme.

## Immersive Reader (Read Aloud):

### What is it?

Have your long texts read out loud to you.

Step 1: Login to your Office 365

Step 2: Open your document - Immersive reader works in Word and OneNote only in the online version (not the desktop app)

Step 3: Go to the menu bar, then click on "View", and then "Immersive Reader"

Step 4: Press Play. By pressing play you will have your text read outloud. You may modify the reading speed voice type by clicking settings (the gear)

Immersive Reader in Teams: When chatting with someone, you can use the immersive reader to have yours or the other participant's message read outloud. To do this, hover over the message you want read outloud, click on the three dots that will appear on the top right of that message, and click on "Immersive Reader".

Other valuable tools:

- You may change your text size, colour, or background colour by clicking on the two A's
- You may also use the icon that looks like a wand over lines, to highlight verbs, adjectives, nouns, and adverbs
- By clicking on the book, you can focus on only 1, 3, or more lines at a time

## Microsoft Editor:

### What is it?

This is a service that helps with grammar, spelling, style refinements like clarity, conciseness, formality, vocabulary suggestions, and more.

Microsoft Editor is a service that runs in Microsoft 365.

To use Editor: on the home tab, choose Editor. To focus on the issues that you care most about, like grammar and/or spelling, use the arrows near the top of the pane to step through each of that type.

In the Editor pane, chose "settings". In the "Word Options" dialog box, next to "grammar and refinements", choose "settings". Scroll through the list of options and select issues you want Editor to check and clear the issues you want to edit or you can ignore.

## OneNote:

### What is it?

Stay on top of your to-do's

This is a good and easy way to keep your tasks organized.

As you take notes and plan projects in OneNote, you might wonder how to manage your deadlines, or remember the things that you need to do.

In the menu that appears, click the arrow next to the "Outlook Tasks" button and chose a reminder. A flag appears next to your task in OneNote and your task is added in Outlook. You can use this menu to add note-tags. Note tags are handy for things like creating to-do lists or marking items as important. Unlike Outlook tasks (flags) though, note tags are a feature of OneNote. You can tag action items in meeting notes in OneNote, but they won't show up in Outlook. You can also use this menu when it comes to checking it off as "complete".



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## Useful Separate Microsoft Applications:

### What is it?

Separate applications or add-ins that are created by Microsoft and that can be made available through the Office 365 suite. They need to be downloaded separately (does not come automatically with Office 365).

**Presentation Translator:** An add-in for PowerPoint where your teacher can provide live subtitles to their powerpoint presentations where you can choose what language you want to see the subtitles in. Both your teacher and you, the student must download the add-in. Your teacher would need to go to the slideshow panel -> start subtitles and then proceed to select their preferences. At the end a customized QR code is created allowing you as the student to 'connect' using your application and entering the information provided by the teacher.

<https://www.microsoft.com/enus/download/details.aspx?id=55024>

**Office Lens:** A separate application that allows you to take pictures of any document including hand-written notes and then digitize it into: PDF, OneNote, Word, PowerPoint to make it more readable and accessible. All you have to do is open the app, take your photo and then click on the save icon, select which version(s) you would like it to be converted to and press the check-mark. You can download this application here:

[https://www.microsoft.com/en-ca/p/officelens/9wzdnrcfj3t8  
activetab=pivot:overviewtab](https://www.microsoft.com/en-ca/p/officelens/9wzdnrcfj3t8?activetab=pivot:overviewtab)

## Additional Recommendations:

### What is it?

Some little side-features to take note!

It is recommended to use the downloaded applications within Office 365 rather than just the online suite as the downloaded applications are more reliable.

You can turn word predictions on your computer if you search "Typing" in your search bar on your lower left panel of your computer (must have Windows 10). You can also turn on "autocorrect misspelled words" and "highlight misspelled words" as well as many other interesting accessibility features including changing your mouse/cursor colour and size: Click the "Mouse" tab on the left hand side and then select in blue "Adjust mouse & cursor size".

A big thank you goes out to the Microsoft Education Quebec Team and Vanier College who both graciously agreed to help put this all together!



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