Using Automatic Subtitles with Microsoft 365 PowerPoint

These directions may be used in live presentations. (If you are presenting via MS Teams or Zoom, you may use the automatic live transcription/captions available in both applications.) The accuracy of auto-captions may not meet accommodation needs. However, they may be useful as a best practice and Universal Design for Learning principle.

Check out [Microsoft's support guide for system requirements](). If you are using a Windows PC, you will need Windows 10 or 11 and Microsoft 365. Mac's will need Microsoft 365 with PowerPoint. Chrome, Firefox, and Edge browsers are supported. Refer to MS support for specific details on compatible versions of Microsoft 365 and web browsers. You will also need a microphone.
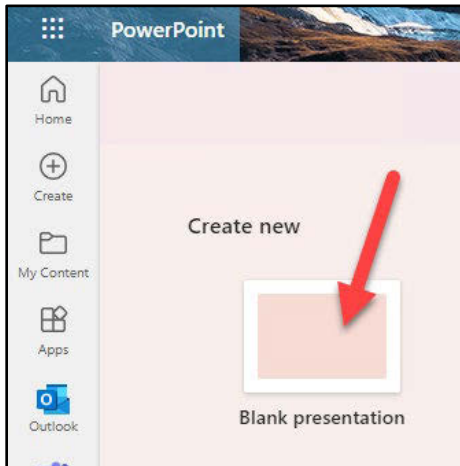
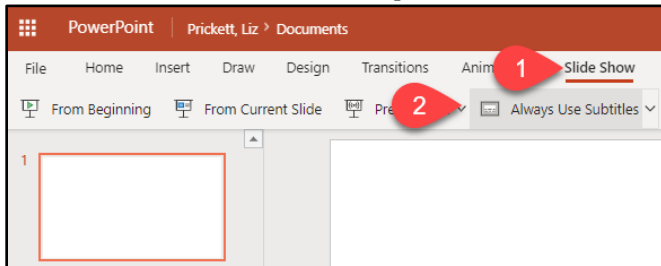## Contents

Enabling Subtitles

1. Go to **MAVZone**.
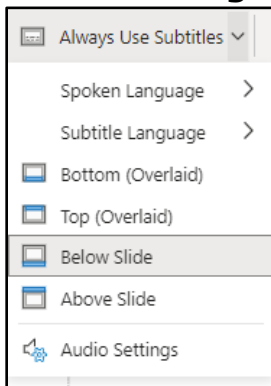2. In **Applications**, select **PowerPoint Online**.

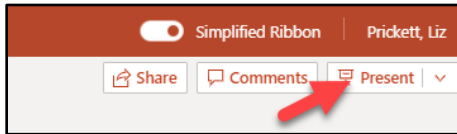3. In **PowerPoint Online**, select an existing presentation or **Blank presentation**.

4. In **PowerPoint**, click the **Slide Show** tab. Then, in the **Slide Show ribbon**, double check that **Always Use Subtitles** is showing.
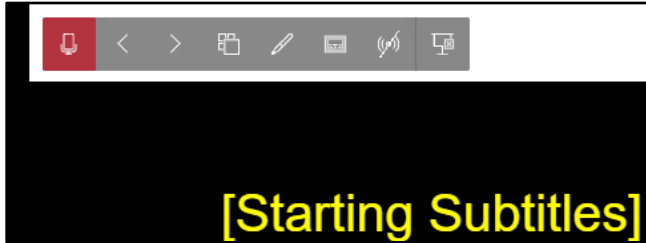

5. Use the **Always Use Subtitles** dropdown menu to select your **Spoken Language**, **Subtitle Language**, subtitle placement (**Below Slide**), and adjust **Audio Settings** as needed.
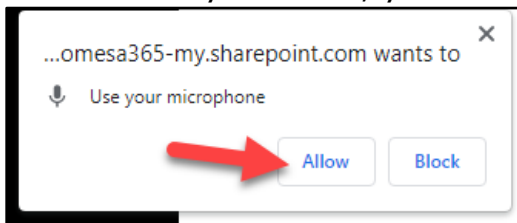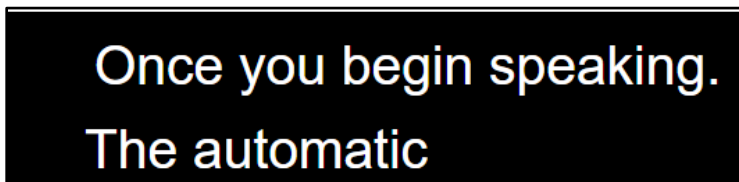
6. Click **Present**.

7. You'll notice a quick popup message at the bottom of the screen announcing **Starting Subtitles**.

If not already enabled, you'll need to allow the application to use your microphone.

8. Once you begin speaking, the automatic captions will appear at the bottom of the screen.

9. Check out the presentation features:

a. Toggle mic on/off for PPT
b. Advance slides forward/backward
c. Show all slides
d. Annotation features (Pen, Highlighter, Erase, Erase All Ink on Slide, color selector)
e. Toggle subtitles/auto-captions on/off
f. Turn on [PowerPoint Live](#)
g. End presentation

Cautions & Recommendations

Auto-captions vary in accuracy based on recording technology, speaker, etc. If you have a student who needs an **accommodation**, you should consult with **EAS**.

PPT's auto-captions/subtitles will only pick up speech from the **presenter** running PPT if using a headset, which is best for audio quality and speech recognition. They will most likely only pick up the main speaker even if you are using another mic, too. Therefore, if you have questions/comments from others, you will need to repeat them in order for them to be recognized by speech recognition.

If you notice the auto-captions are inaccurate, try speaking more slowly or enunciating more clearly. You may also try repositioning your mic or reducing background noise.