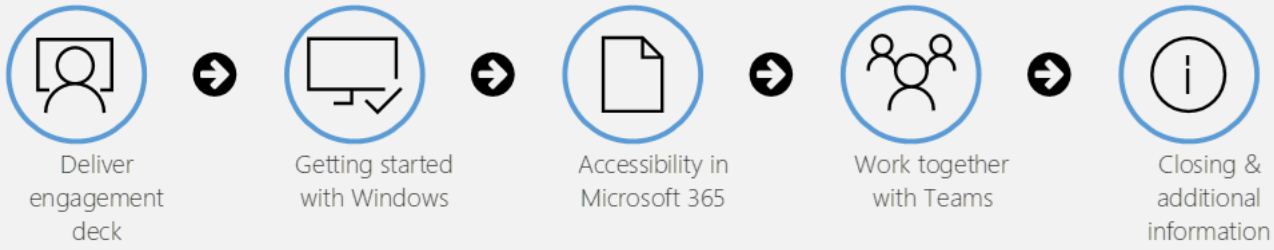
Microsoft 365 Accessibility Low Vision for Government Training Agenda (Level 100)

**Please see appendix at bottom for notes on product feature differences by US Government Clouds*

Overview

There is no limit to what people can achieve when technology reflects the diversity of all who use it. This course shows how people at school and work can achieve more with the built-in accessibility tools and features in Microsoft technologies. It will focus on features in Microsoft 365 for those who are vision impaired.

Session Summary



Expectations

- Learn how to set up and navigate the settings within Windows 10, Microsoft 365 desktop applications, including Microsoft Teams.
- Customize elements of your operating system and Microsoft 365 applications.
- Come away with the ability to tailor Windows and Microsoft 365 experience through the understanding of the integrated features that make our products one the most inclusive in the industry.
- Learn how assistive technology can empower how they communicate, learn, and experience the world.

Deliver engagement deck

- [Virtual only] Introduction to Microsoft Teams Live Events and enabling Closed Captioning during the session
- Overview Ease of Access menu within Windows 10
- Overview Microsoft 365 tools for blind, color blind, and low vision people
- Microsoft 365 works seamlessly with screen readers and keyboards on most devices

Getting started with Windows

- [Optional] Get started with Windows 10 by setting up a Windows 10 device with Narrator
    - Configure first time settings using voice
    - In-person only, or as needed to set up new devices
- Accessing and navigating Ease of Access settings
    - Adjust size of items on desktop without changing resolution

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    - Improve visibility by increasing color contrast using high contrast mode
    - Use magnifier to zoom in on parts of the display
    - Applying color filters
- Enabling, configuring, and using Narrator
    - Navigating Narrator Home and using the QuickStart guide
    - Adjusting Narrator Settings
- Windows keyboard shortcuts

Accessibility in Microsoft 365

- Review settings that carry over from Windows to Microsoft 365 `
- Adjust Theme in Microsoft 365 Account Settings
- Customizing Ease of Access settings in Microsoft 365 desktop applications
    - Different settings in each app and can cover each if needed
- Using Accessible templates when starting from template
- Search functionality (formerly "Tell Me")
- Dictation
    - Microsoft 365 Dictation*****
    - Windows dictation
- Setting alternate text for pictures
- Accessibility Checker
- Keyboard shortcuts in Microsoft 365

Work together with Microsoft Teams

- Configuring settings in Teams
- Navigating Teams
    - Easy zoom in / zoom out
    - Access search bar with [Ctrl+E]
    - Use Windows dictation while searching
    - Navigating using keyboard shortcuts
- Additional keyboard shortcuts for general tasks, messaging, and meetings
- Notifications and Do Not Disturb
- Hosting Accessible Meetings
    - Blur background
    - Pin a meeting participants video
    - Add someone to a call

Closing and additional information

- Question and Answer
    - Review features
    - Respond to audience questions
- Additional resources
- Information on the Disability Answer Desk, a place for free technical support for accessibility related tools available at https://aka.ms/eDAD

Appendix

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Additional product features are being released to Gov Clouds on an ongoing basis. Please confirm feature availability within the customer's tenant prior to training.

*Microsoft 365 dictation is not available in DoD. Availability forthcoming.

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