

5 Tips on Holding Accessible Microsoft Teams Meetings

Microsoft Teams provides helpful features in order to virtually meet during the COVID-19 global pandemic. This document provides tips on how to hold accessible Teams meetings in compliance with Sections 501, 504, and 508 of the Rehabilitation Act of 1973. For more detailed information and training, please refer to [HUD's Teams accessibility guidance](#).

- The Teams screenshare is not accessible to persons with vision disabilities.
 - Speak as if the meeting is conducted only via teleconference.
 - Circulate [accessible documents](#) and any agenda in advance in the meeting invite.
 - When referencing a page or part of a document, announce to participants the location and/or read the portion aloud.
- Add a conference line to the Teams meeting invite.
 - A conference line will allow employees who are deaf or hard of hearing to use the [Federal Relay Service](#) or HUD interpreters to join the Teams meeting to ensure effective communication.
 - A conference line will make it easier for persons having difficulty using the Teams App to join by phone.
 - To add conference line functionality to your Teams account, contact [OCIO](#).
- During Teams meetings, remind all speakers in larger meetings to identify themselves prior to speaking, and request that participants otherwise keep microphones muted.
- If you do not know whether a person with a disability will attend a meeting and will require an accommodation, ask:

If you require a reasonable accommodation to participate in the meeting (e.g., an interpreter, captioning, or large print), please contact [xxx] by email at [xxx] or by phone at [xxx] no later than [xxx].

- If you require additional assistance in providing accommodations, contact:
 - OCIO's Section 508 and Assistive Technology Program Manager, [Jeff Salit](#)
 - OCHCO's Reasonable Accommodation Branch at Reasonableaccommodationbranch@hud.gov or (202) 402-4690
 - OGC's Assistant General Counsel for Fair Housing Compliance, [William Lynch](#)