

Microsoft Teams Tips for Inclusive Meetings

Microsoft Teams has greatly assisted staff in meeting virtually during the COVID-19 pandemic. To ensure that persons with disabilities are able to effectively participate in Microsoft Teams meetings, we want to highlight some tips below on how to hold inclusive and accessible meetings that comply 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.
 - If sharing documents or presentations, share files through the conversation window along with a screenshare of any file to allow persons with disabilities to open the document in the Microsoft application.
 - 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](#)