

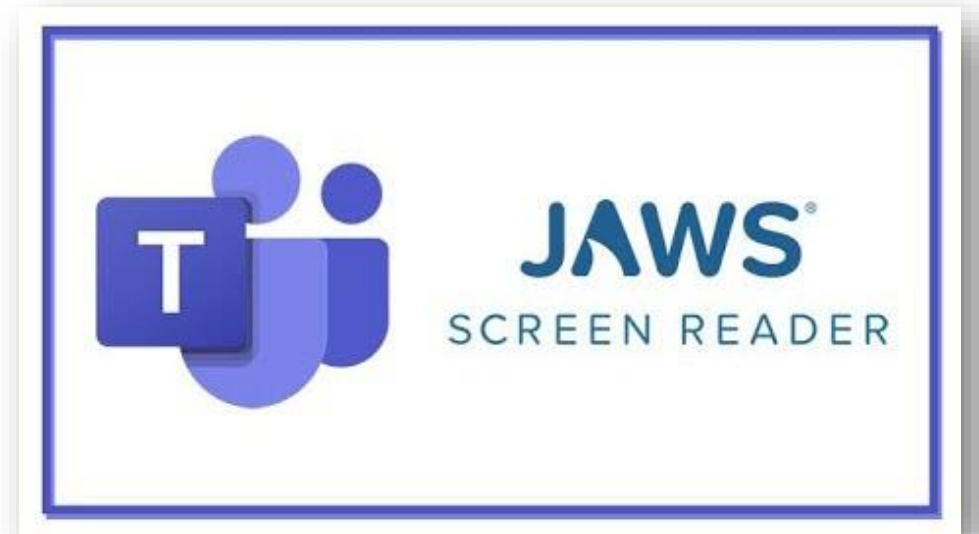
Collaboration and Productivity: Microsoft Teams and JAWS

Navigate the Teams Interface with JAWS

- Navigate the Teams desktop app using Windows and Teams-specific keyboard commands.
- Toggle the JAWS Virtual PC Cursor off to navigate in Teams as you would other desktop apps.
- There may be times when you need turn it on to navigate the Teams interface as you would a web page.
- Press **INSERT+Z** to toggle the Virtual PC Cursor on and off.
- Press **CTRL+F6** to navigate to different screen elements in Teams.
- Navigate among views such as Activity, Chat, Teams, Calendar, Calls, and Files using the keyboard.
- Press **CTRL** plus the corresponding number on the number row to navigate to each view, for example, **CTRL+1** for Activity, **CTRL+2** for Chat, etc.

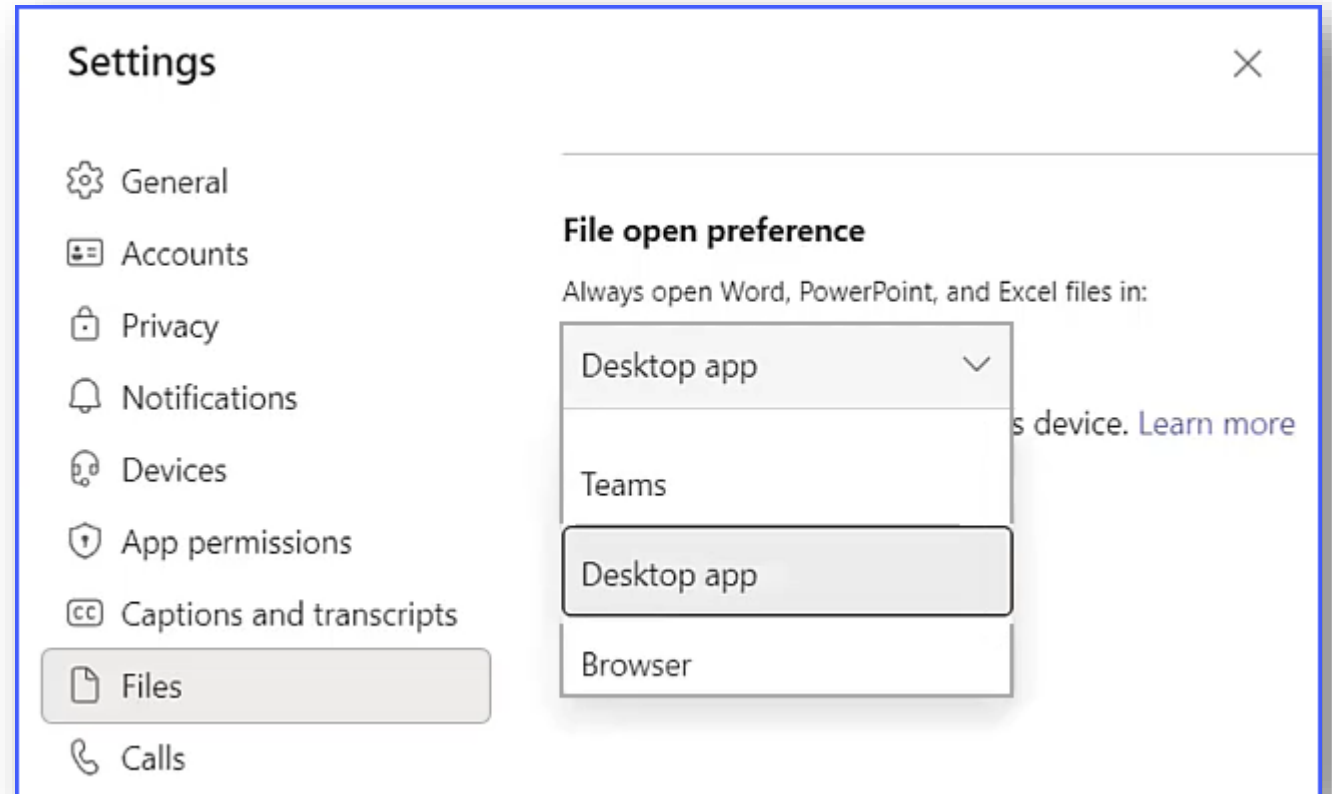
Access a List of Keyboard Commands

- Press **CTRL+PERIOD** to access a list of Teams-specific commands.
- JAWS users must toggle the Virtual PC Cursor on to read this list – **INSERT+Z**.
- Alternatively, press **INSERT+W** to access these same commands.
- They will display in the JAWS Virtual Viewer, so toggling on the Virtual PC Cursor is not necessary.



Open Word, PowerPoint, and Excel Files in the Desktop Apps

- By default, pressing **ENTER** on a file in Teams opens it in the Teams File Viewer.
- Screen reader users are unable to read a file in this viewer.
- Teams provides a setting for always opening files in the desktop applications.



Make a PowerPoint Presentation Accessible During a Teams Meeting

- Select the PowerPoint presentation from the share screen dialog rather than opening it first and sharing the application window.
- Select “Private View,” then select “Allow Participants to Move Through Shared Presentation on Their Own.”

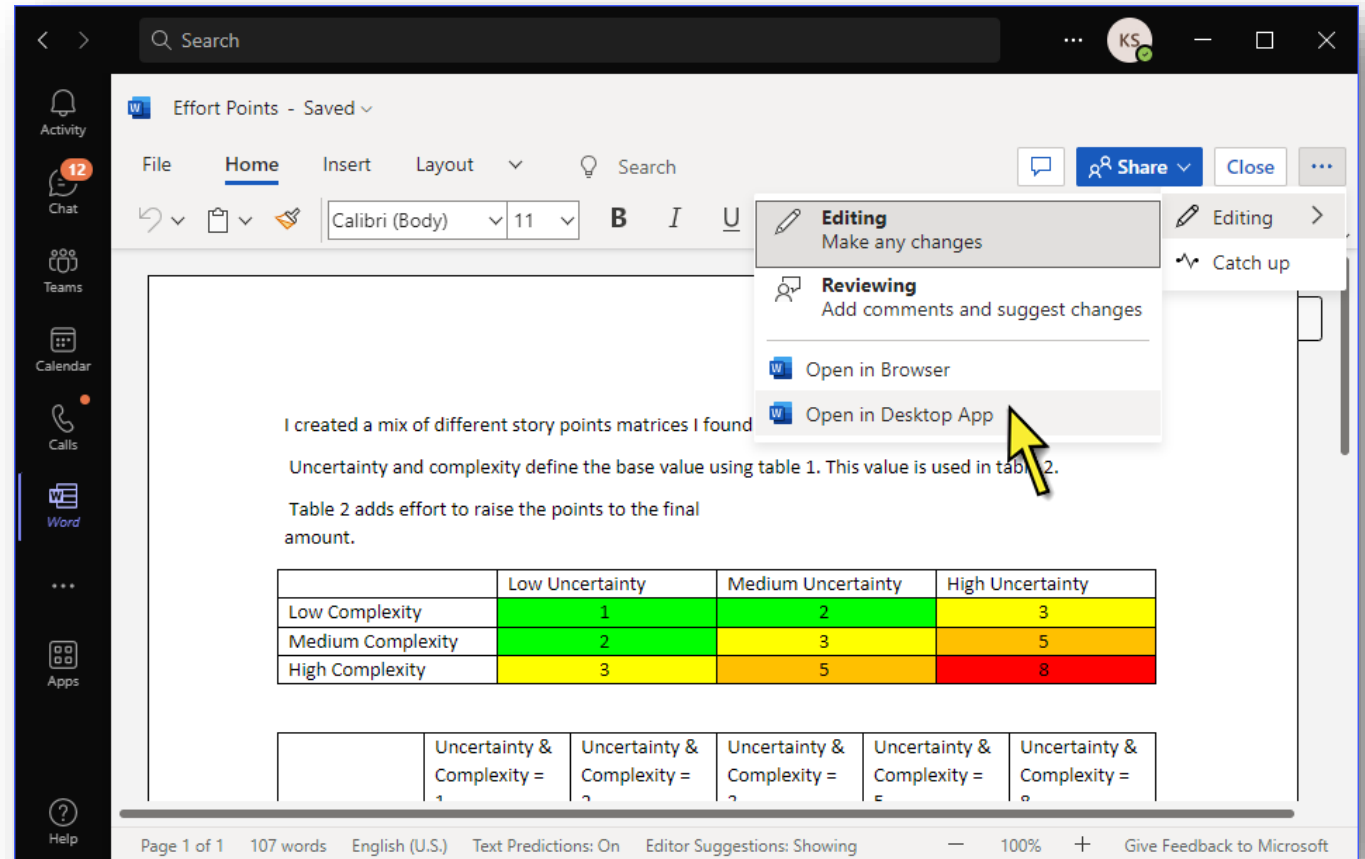


Make Meetings Inclusive for All

- Announce your name in a meeting so JAWS users know who is talking.
- Provide information about chats taking place during the meeting so JAWS users can copy it after the meeting.
- JAWS users must toggle the Virtual PC Cursor on to copy the chat.
- Navigate to the meeting chat and press **INSERT+Z** to toggle the Virtual PC Cursor on.
- Each message is listed under headings.
- Select the content.
- Copy the text and paste it in the desired location.

Collaborate on Files in Teams

- Navigate to the file and open it in the desktop app rather than downloading it first.
- This allows users to collaborate with one another on a specific file.
- All work is automatically saved for all users.



Resources

- Visit the Freedom Scientific Resources page for Teams and JAWS training resources.
- <https://www.freedomscientific.com/resources>

