



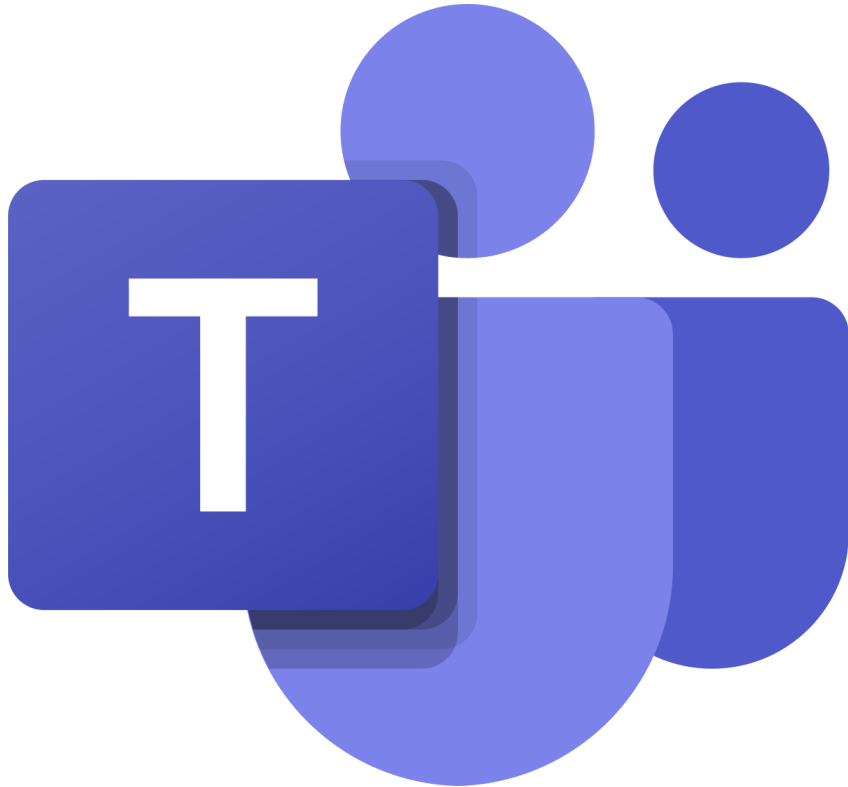
Increase Productivity in Microsoft Teams with JAWS

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Teams Overview



- Teams is a communication application used in schools and organizations.
- Engage in chats, make calls, and schedule meetings in one place.
- Feature availability can vary from one organization to another, depending on the organization's needs.

Navigate the Teams Interface with JAWS

- Navigate the Teams desktop app using Windows and Teams-specific keyboard commands.
- Toggle off the JAWS Virtual PC Cursor to navigate in Teams as you would in other desktop apps.
- At times, you may need to turn on the PC Cursor 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, such as **CTRL+1** for Activity or **CTRL+2** for Chat.

New Keyboard Model

- Use keyboard commands to quickly navigate within sections of Teams, such as chat, activity feed, teams, and channels.
- Press **CTRL+PERIOD** to get help.



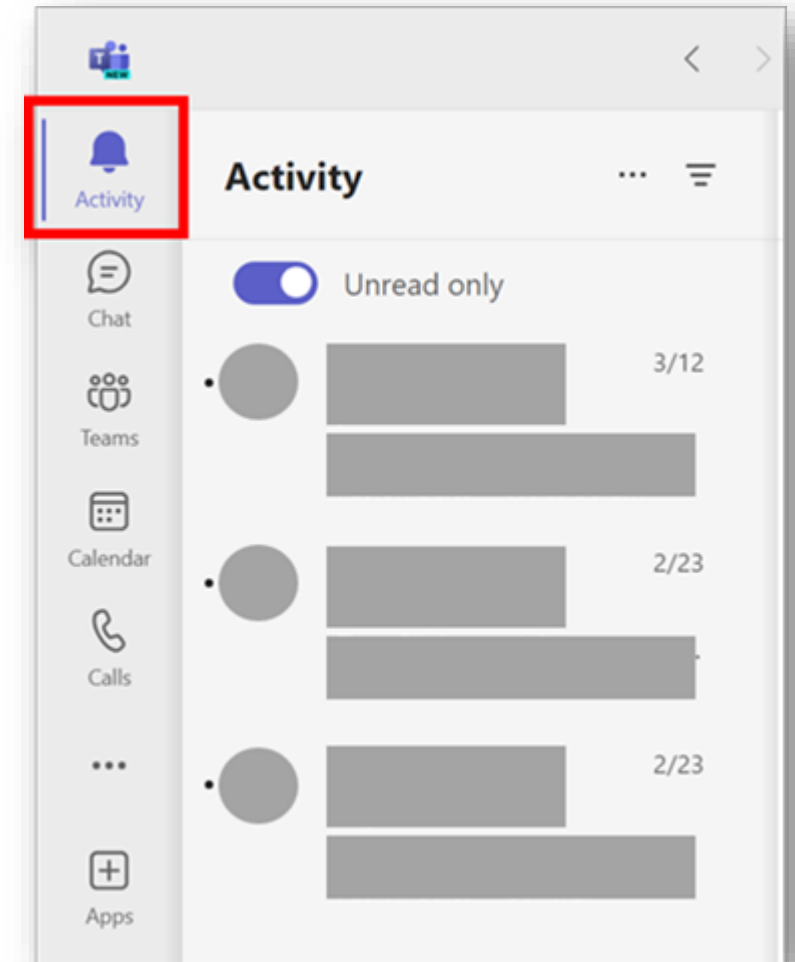
Access and Navigate Chats

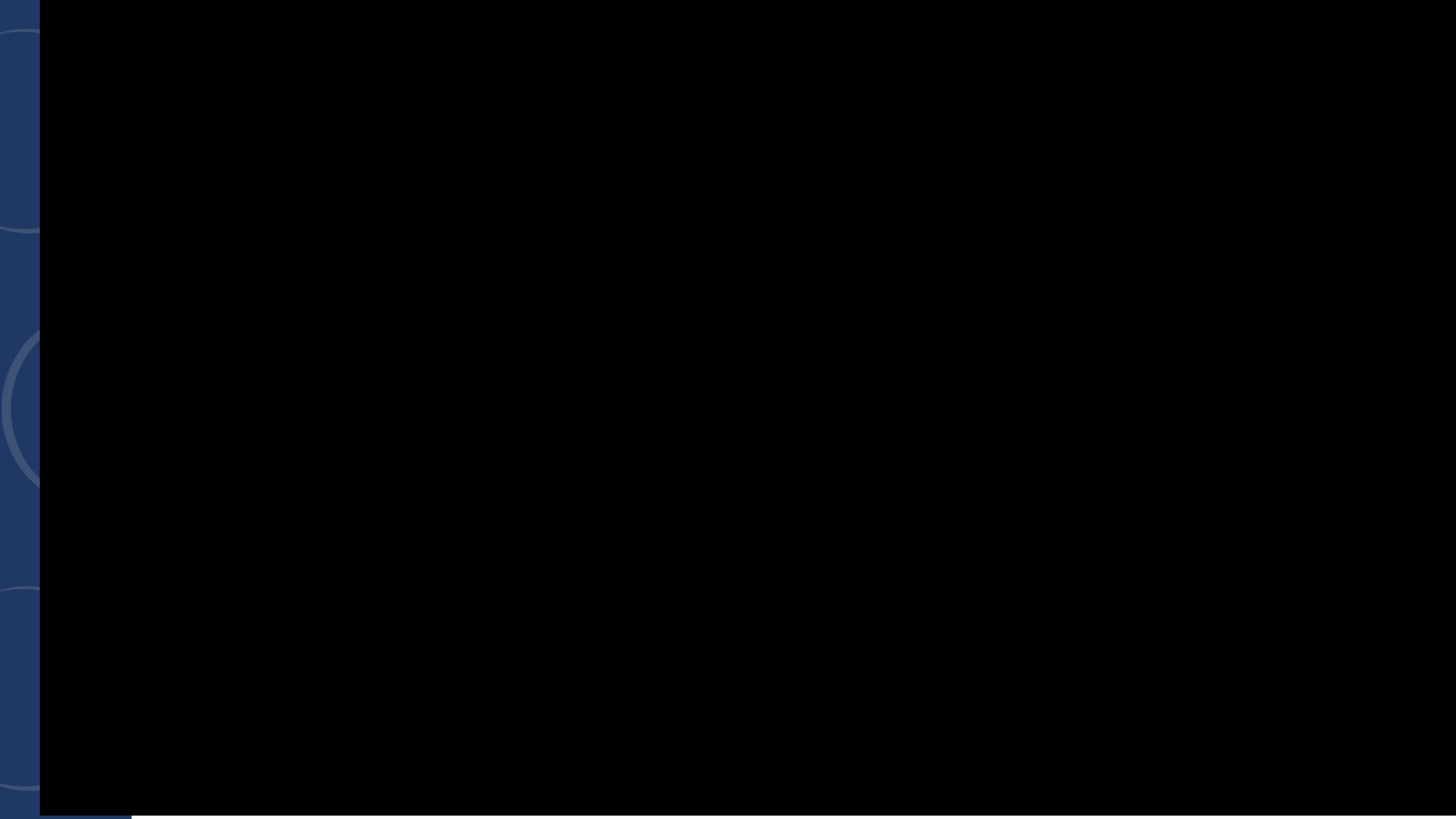
- Navigate the list of chats with the **UP ARROW** and **DOWN ARROW** keys.
- Press the **SPACEBAR** to enter a chat.
- Navigate messages using the **UP ARROW** and **DOWN ARROW** keys.
- Focus goes to the oldest unread message so you can work forward.
- Press **ESC** or **CTRL+L** to return to the chat list.
- Press **ENTER** on a chat to place the focus in the Compose box.
- Press **ESC** to return to the list of chats when in the Compose box.



Access and Navigate the Activity Feed

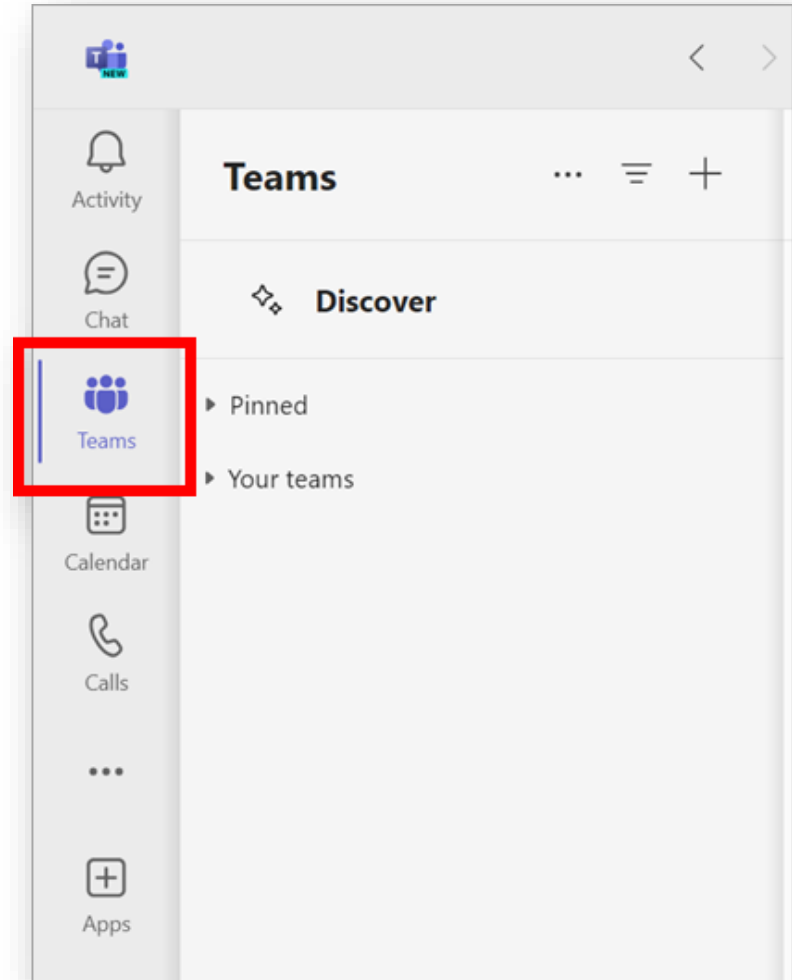
- Navigate the activity feed using the **UP ARROW** and **DOWN ARROW** keys.
- Press the **SPACEBAR** to enter an activity in the feed.
- Press **ESC** or **CTRL+L** to return to the activity list.





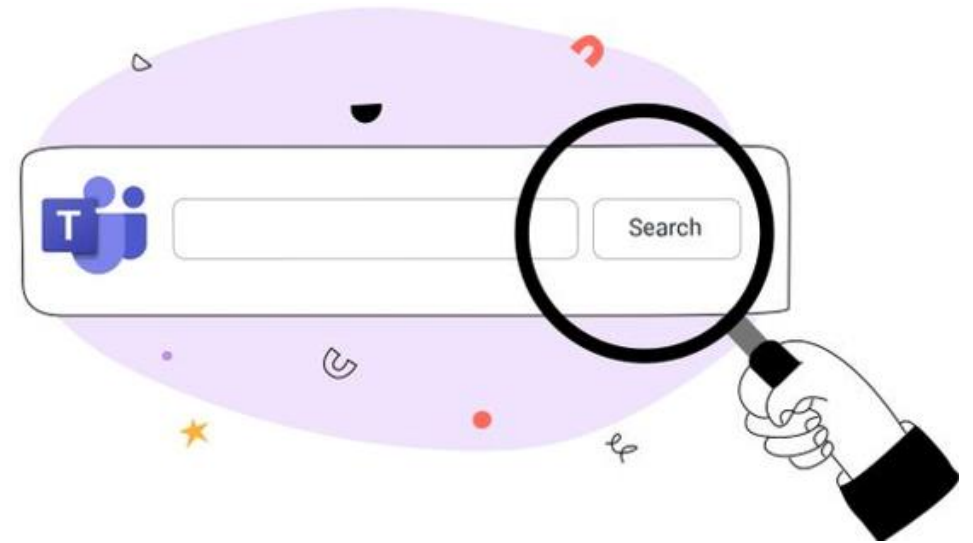
Access and Navigate Teams and Channels

- Navigate teams and channels the same as chat and activity feed.
- Press the **SPACEBAR** to expand a team or channel.
- Press **ENTER** to open posts and items within posts.

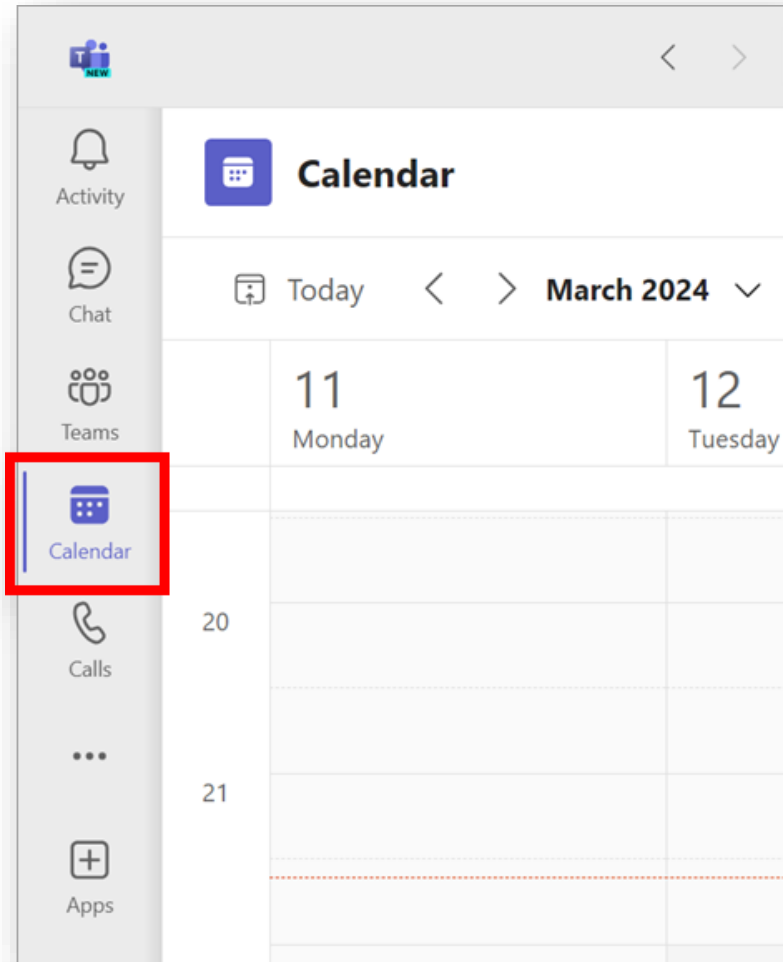


Access Help and Search

- Press **CTRL+PERIOD** to display a list of help items.
- Help items include how to search, open settings, and locate commands.
- Press **INSERT+W** to display a list of commands.
- Press **CTRL+E** to search for people, messages, files, and commands.



Navigate the Calendar



- Press **CTRL+4** on the number row to access the calendar.
- Press **ALT+SHIFT+N** to schedule a new meeting.
- Press the **TAB** key to navigate appointments.
- Press the arrow keys to navigate by day or week.

Access and Share Files

- Press **CTRL+6** to access files.
- Press the **TAB** key to navigate the dialog.
- Set Teams to open Word, Excel, and PowerPoint files in the desktop applications.
- Open files from Teams to ensure changes are visible to everyone.



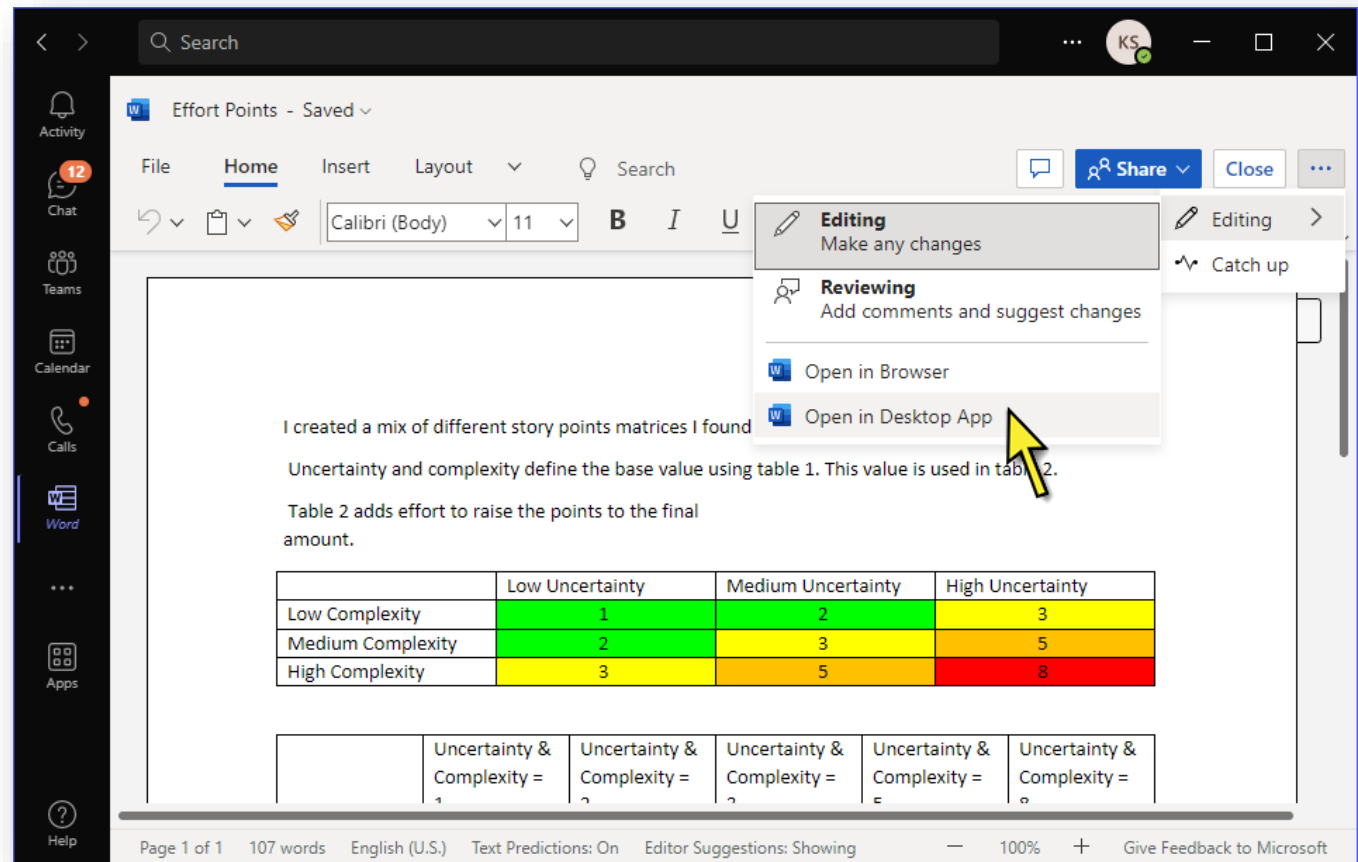
Make a PowerPoint Presentation Accessible During a Teams Meeting

- Select the PowerPoint presentation from the Share Screen dialog box 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.”



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 on a 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>

