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Top accessibility tips for fostering an inclusive workplace culture

Together with Microsoft, the Cloud Communications division of NTT helps businesses accommodate disabilities and foster an inclusive workplace culture.
Here are our top tips on how to use Microsoft Teams to equip your people for success and create a happier, healthier, and more productive work environment.

01 Make meetings more inclusive

Participants who are deaf or hard-of-hearing or have different language proficiency levels can follow along with **Live Captions**

02 Create more accessible content

Accessibility Checker provides recommendations on how to make your document more accessible and streamlines the process of creating quality content

03 Turn spoken words into searchable metadata

Provide another way to focus on videos and meeting content with automatic **Transcription**

04 Increase cross-language understanding

Break language barriers for users learning a new language or consuming content in a different language using **Translate**

05 Enhance readability and chat comprehension

Users with visual disabilities, or who are emerging readers can consume content in a way that suits their individual needs to increase focus and understanding with **Immersive Reader**

06 Deliver a richer, more tailored experience

Customize **Closed Captions** for team members by text size and text colour

07 Have documents read aloud

Hear posts, chat messages and documents **read aloud** using Immersive Reader in Microsoft Teams

The journey to creating a more accessible, welcoming work environment for people with disabilities is ongoing. Your organization has the power to foster a more inclusive environment and empower every person to achieve more.

Get in touch today to register your interest in a free, fully funded Microsoft Teams workshop and start your journey to a more inclusive workplace.

Contact us