* **Teams** has built-in closed captioning you can turn on from the meeting controls.
* Go to your meeting controls and select **More options via …** and scroll to **Turn on live captions**



* To stop using live captions, go to the meeting controls and select **More options … > Turn off live captions**

**Get the most out of your captions**

To make sure your live captions are as accurate as possible try to follow these best practices:

* Speak clearly, slowly, and directly into the mic. As your distance from the mic increases, captions may become less accurate.
* Avoid locations with background noise
* Avoid having multiple people speak at the same time
* Use the highest-quality Teams compatible equipment available to you.
* **WebEx** has built-in closed captioning you can turn on from the meeting controls.
* Go to More option via at the bottom right side of your screen and click on Captioning.
* The bottom left side of your screen allow you to toggle on and off Closed Captions.

 