Accessibility for Online Meeting Platforms

Subtitles and Captioning

The Royal National Institute for Deaf People (RNID) estimates that in the UK there are almost nine million hearing impaired people. Approximately 28% of people who are hearing impaired are between 16-60 years of age, and 72% are over 60 years of age.   So subtitles/captioning are crucial for a significant number of people and need to be viewed as essential not an optional extra. They are also helpful for people who may be joining from an environment where there may be a lot of background noise.

Visuals

If you are using visuals for your meeting please consider how someone who is unable to see the screen can action these. Are you able to give a spoken description to support the images ?

Zoom
To learn more about the accessibility aspects of Zooms follow the link below….
https://explore.zoom.us/en/accessibility/

A tutorial on Closed captioning can be found here…..
https://support.zoom.us/hc/en-us/articles/207279736-Managing-closed-captioning-and-live-transcription

Teams
To learn more about the accessibility aspects of Teams follow the link below….
https://support.microsoft.com/en-us/office/accessibility-overview-of-microsoft-teams-2d4009e7-1300-4766-87e8-7a217496c3d5

A tutorial on Closed captioning can be found here……
https://support.microsoft.com/en-us/office/use-live-captions-in-a-teams-meeting-4be2d304-f675-4b57-8347-cbd000a21260