

Turn on Live Captioning on Windows 11 Computers

Live captioning may be enabled on any Windows 11 computer by pressing the following keys at the same time:



The first time you press this key combination, a new window will appear at the top of the screen asking if you wish to use Live Captions. Click yes and the service will download to your computer.

Once this is downloaded, when this key combination is pressed, the following window will appear, and there will be no need to download the service:

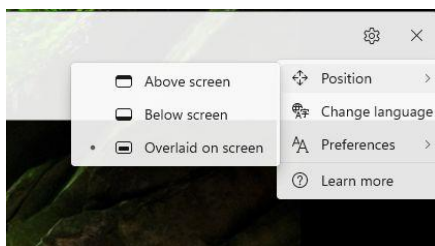


At the top right, click the gear icon to access the settings menu. Here you can choose preferences such as text size, color, and the location of the captions (top, bottom, etc.).

Most importantly, for using live captions during presentations in classrooms, or presentation spaces such as Stevenson Hall or Smith Hall, you must choose INCLUDE MICROPHONE AUDIO. This way, your laptop microphone (or any you choose) will pick up your voice and display it on screen.



Other settings may be accessed by choosing the other options in the menu.



The computer you are using **MUST** have a microphone in order for your voice to be converted to text. Laptop computers have built-in microphones, but many desktop computers do not. All classrooms and meetings spaces have webcams with built-in microphones. If you do not have a microphone, you may borrow a USB microphone from ITS here: <https://imedia.noctrl.edu/request.htm>