

Guide to Set Up and Use Live Captions in Windows 11

Live Captions allows you to view live text captions for any audio streamed to your computer from soft phone calls, collaboration tools, audio files and video with audio.

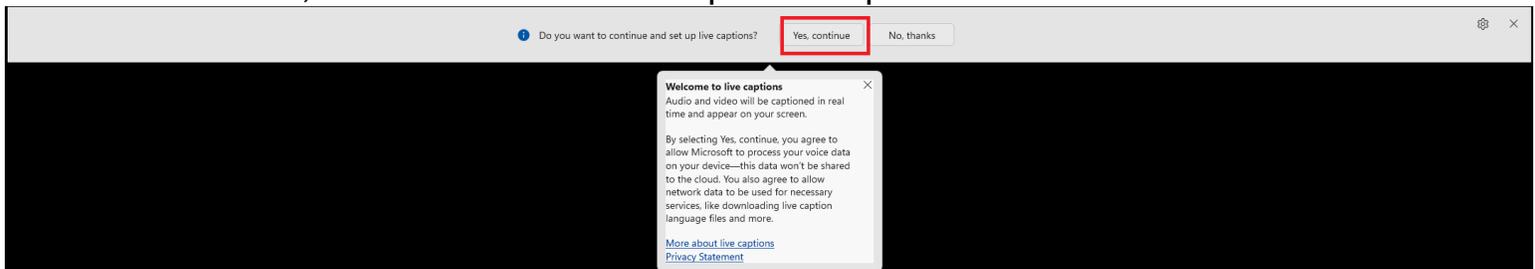
Turn On Live Captions:

To turn on live captions, do **one** of the following:

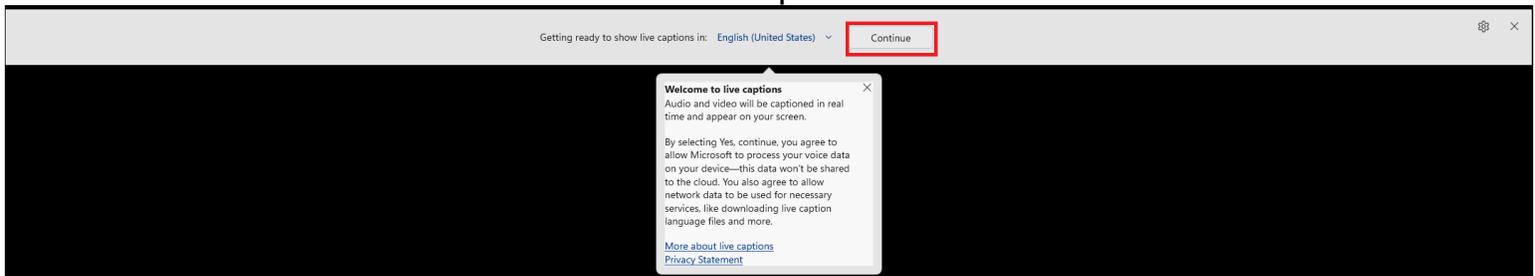
- Press *Windows key + Ctrl + L*.
- Select Start > All apps > Accessibility > Live Captions.
- Go to Settings > Accessibility > Captions and turn on the Live Captions toggle.

NOTE: Prior to running Live Captions for the first time, you will need to download the language file to show Live Captions.

- Select the Yes, continue button to set up Live Captions.



- Select the *Continue* button to show Live Captions for the first time.



Personalize How Your Captions Are Displayed

To choose where captions are displayed on your desktop:

1. Select the Settings button  in the Live Captions window.
2. Select Position.
3. Choose either Above screen, Below screen, or Overlaid on screen.
 - a. When you choose Above screen or Below screen, the captions window will appear as docked to the top or bottom screen edges in reserved space on your desktop, and other apps will not be blocked by the captions window. When docked to the top, you might find that Live Captions work well while sharing video in a virtual meeting or conversation, whereas in other cases, such as viewing videos, docking to bottom might work best.

- b. When you choose Overlaid on screen, Live Captions will appear in an overlay window which you can resize and reposition as needed to avoid obscuring other apps in use.

NOTE: To show more lines of text in the captions window, increase the window size and/or decrease the font size.

Make Captions Easier To Read

To make the live captions easier to read:

1. Select the Settings button  in the Live Captions window.
2. Select Preferences.
3. Select Caption style. The Accessibility settings for Captions opens.
4. Under Caption style, do one of the following:
 - a. Select a built-in style from the dropdown menu. Use the Default built-in style to have captions displayed with colors appropriate to your device's dark or light mode setting.
 - b. Select the Edit button to create a custom style that works best for you. You can change the following settings:
 - Text Color, Opacity, Font, Size, Effects
 - Background Color, Opacity
 - Window Color, Opacity

Use Your Microphone to Caption Your Speech

You have the option to use the microphone on your PC to caption your own speech. When this feature is on, any audio captured by your microphone will be captioned, provided that no other audio on your device is being captioned. For example, if you use Live Captions during an online meeting with another person, if you speak over each other, you will only see the captions for the other person.

To caption your own speech:

1. Select the **Settings** button  in the Live Captions window.
2. Select **Preferences** and turn on the Include microphone audio option.

NOTE: When you turn on Live Captions, this functionality is off by default.

To check your device's microphone configuration, see **Settings > System > Sound** and review the Input options.

NOTES:

- All processing of audio and generation of captions from detected voice data occurs on-device. Audio, voice data, and captions never leave your device and are not shared to the cloud or with Microsoft. Generated captions are not stored anywhere on the device or the cloud. For more information, review the [Microsoft privacy statement](#).
- To adjust your privacy settings for live captions' use of your microphone:
 1. Navigate to **Settings > Privacy & security > Microphone > Let apps access your microphone**.
 2. Enable **Let desktop apps access your microphone**. For more information about microphone privacy, review [Microphone privacy](#).