

Guide to Set Up and Use Voice Access in Windows 11

This feature allows you to control your PC and author text using only your voice, without requiring an internet connection.

Setting Up Voice Access:

1. Ensure You Have a Microphone:

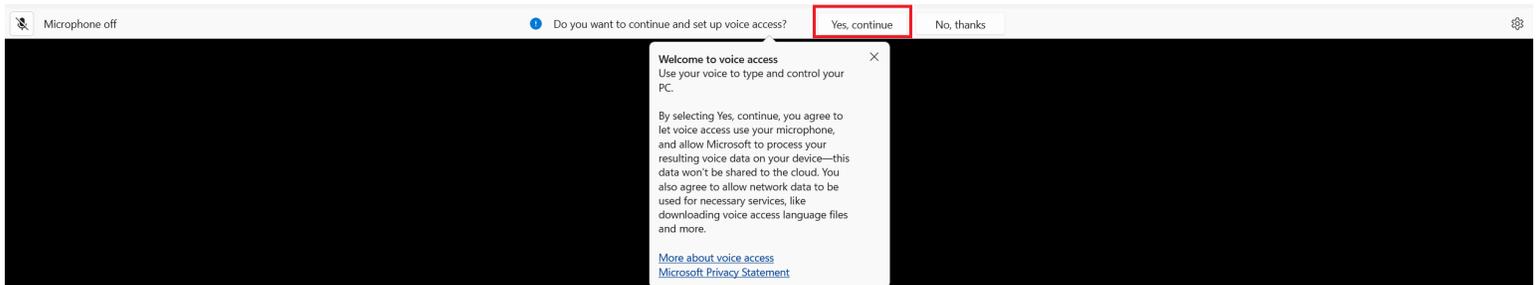
- Make sure you have a functional microphone connected to your PC.
 - Headset microphone
 - Standalone microphone (such as the **Samson Go Mic**)
 - **Jabra speakerphone** (if working in a quiet environment)

2. Start Voice Access for the first time:

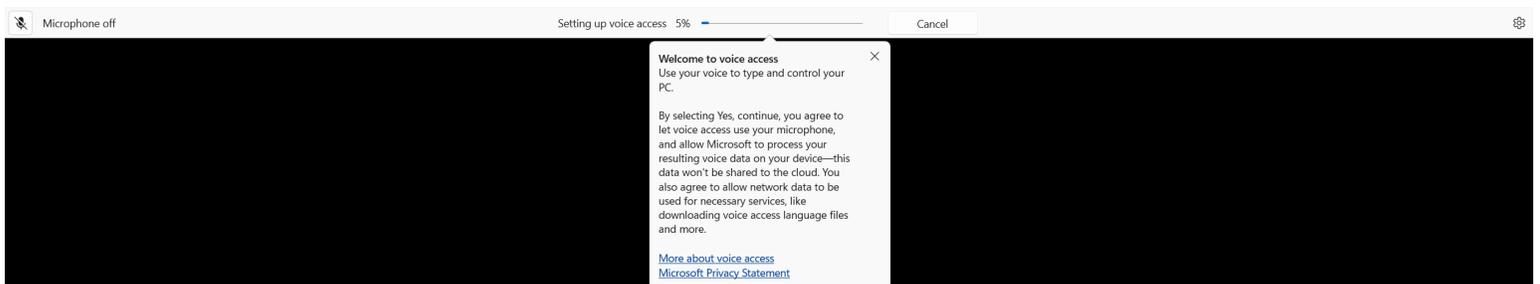
- Press *Windows Key + Ctrl + S* to start Voice Access.

NOTE: Prior to running Voice Access for the first time, you will need to agree to let voice access use your microphone and allow Microsoft to process your voice data on your Windows Client computer. This voice data is not shared to the cloud or anywhere outside your Windows Client computer. You will also need to download the voice access language files before using Voice Access for the first time.

- Select the *Yes, continue* button to set up Voice Access.



- The Voice Access language files will then download to your Windows Client computer.



- When the download is complete, you will be presented with a screen to Set up your mic for voice access. Choose the microphone you want to use and select the *Next button* .

Set up your mic for voice access

To finish setup, you'll need to select the microphone you want to use with voice access, or set up a new one. For the best recognition quality, we recommend to use headphones to eliminate speaker noise.

No microphones currently connected

Add new microphone

Sound settings



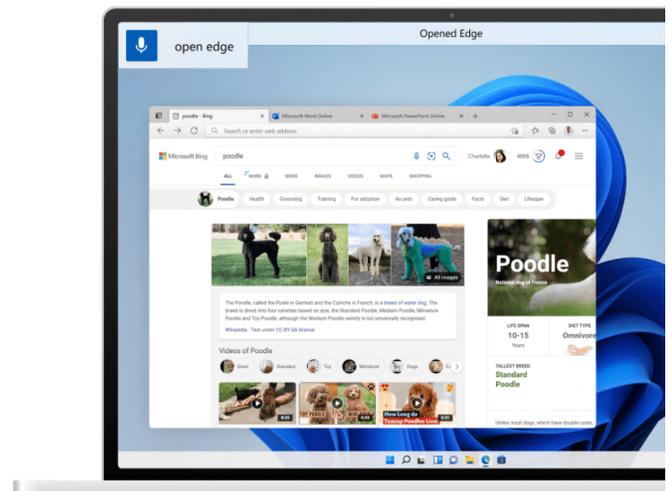
- After that, you will be given the opportunity to work through the Voice Access Start guide which is highly recommended!
- Select Start guide to open the Voice Access guide which will teach you the basics of using Voice Access.
 - Each page in the guide provides instructions on the left side and a practice area on the right side.
 - You will learn how to interact with menus, use the mouse pointer, and dictate text.
 - To open the guide later, say “Open voice access guide” while Voice Access is listening or select the *Help (?)* button on the Voice Access toolbar and choose “Start interactive guide”.

You're all set!

Bring ideas to life with Microsoft 365
Create and work on files in Word, PowerPoint, and Excel with your voice.

Make connections
Browse the web, send emails, and more, without a mouse and keyboard.

Try voice access now
Say “click start guide” to learn the basic commands or say “click done” to use voice access now.



Start guide

Done

Using Voice Access:

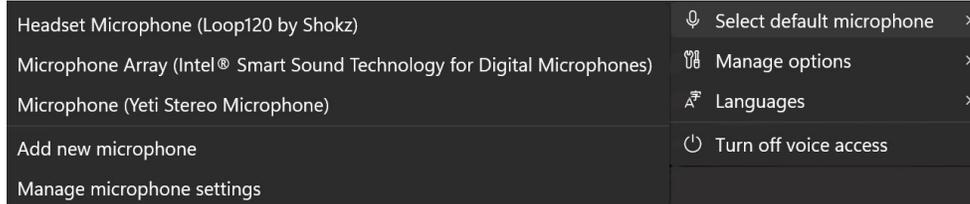
1. Voice Access User Interface (UI):

- After enabling Voice Access, the Voice Access toolbar will appear at the top of your screen. This is the Voice Access User Interface (UI).

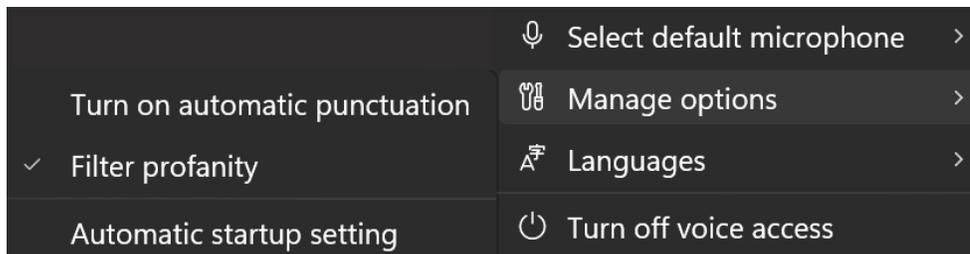


- The Voice Access toolbar (UI) allows you to:
 - Control the microphone (start, stop, and pause listening).
 - View your spoken commands.
 - Monitor command progress and execution status.
 - Access settings and help resources.
- Access settings by selecting *the gear icon*  on the Voice Access toolbar.
- This will allow you to:

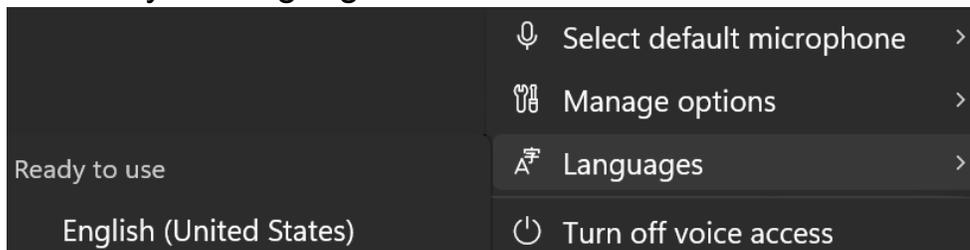
- Select the default microphone.



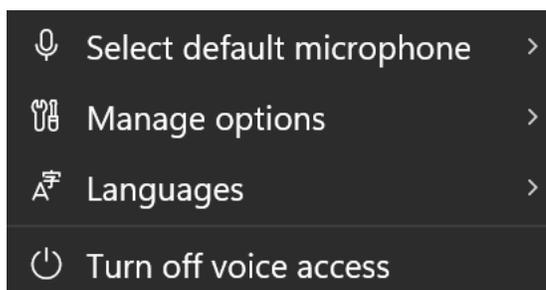
- Manage options.



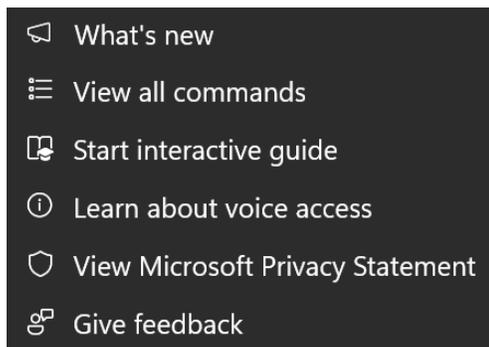
- Choose your language.



- Turn off voice access.



- Access Help Resources by selecting the *question mark ?* icon on the Voice Access Toolbar.
- This will allow you to:
 - See “What’s new” (accessibility help articles for people who use Voice Access)
 - View all commands (displays a list of voice access commands and a place where you can create your own voice shortcuts)
 - Start interactive guide (quick start guide to voice access)
 - Learn about voice access (accessibility help articles for people who use Voice Access)
 - View Microsoft Privacy Statement (displays the Microsoft Privacy Statement)
 - Give feedback



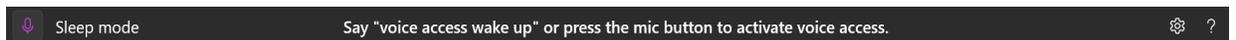
2. Voice Access States:

- Voice Access has three states:
 - **Listening:**



- The microphone is on, and Voice Access actively listens for your voice commands and dictation.
- To place Voice Access in the listening state from the sleep state, speak the command “voice access wake up” or “unmute” or press *Alt+Shift+B*.
- To place Voice Access in the listening state from the microphone off state, turn the microphone on with a left click on the microphone button or press *Alt+Shift+C*.

- **Sleep:**



- To place Voice Access in the sleep state, speak the command, “voice access sleep” or “mute” or press *Alt+Shift+B*.

NOTE: In the sleep state, Voice Access will still listen for speech but will not react to any commands or speech until it receives a command to wake it up.

- **Microphone Off:**



- Voice Access continues to run but will not react to any commands or speech until the microphone is turned on.
- To turn the microphone off:
 - Speak the command, “turn off microphone”
 - Press *Alt+Shift+C*.
 - Long press the microphone button.
- To turn the microphone on:
 - Left click the microphone button.
 - Press *Alt+Shift+C*.
 - Tab to the microphone button and press the *space bar* or *Enter key*.

[Explore the available commands and features to make the most of this functionality!](#)  

[Voice Access command list - Microsoft Support](#)