# Teams with JAWS

Microsoft Teams is an accessible communications tool used by the Blinded Veterans Association and the Department of Veterans Affairs. Learning how to interact with Teams using JAWS will require patience and time due to the multitude of features and tools spread throughout the interface.

This introductory guide will assist one learn how to interact with meetings, Chat, Teams Channels, and Calendar tabs in Microsoft Teams. For additional information and training, review the following reference and training materials published by Microsoft Support and Freedom Scientific located at:

* . [Click on this link for Microsoft’s official screen reader guide for Microsoft Teams.](https://support.microsoft.com/en-us/office/use-a-screen-reader-to-explore-and-navigate-microsoft-teams-47614fb0-a583-49f6-84da-6872223e74a0)
* [Click on this link for a complete list of the Microsoft Teams Keyboard Shortcuts.](https://support.microsoft.com/en-us/office/keyboard-shortcuts-for-microsoft-teams-2e8e2a70-e8d8-4a19-949b-4c36dd5292d2?redirectSourcePath=%252fen-us%252farticle%252fMicrosoft-Teams-keyboard-shortcuts-c796cc2e-249a-4ec3-9cd7-00766905aa56)
* [Click here for Freedom Scientific’s intro to Teams with JAWS.](https://www.freedomscientific.com/webinars/microsoft-teams-and-jaws/)
* [Click here for Freedom Scientific’s Beyond the Basics with JAWS training.](https://www.freedomscientific.com/webinars/microsoft-teams-and-jaws-beyond-the-basics/)

# Important Teams and JAWS Keyboard Commands

Before opening up and starting to use Teams, there are several Teams and JAWS keyboard commands and shortcuts that simplifies navigating and interacting with Teams. This is not an all encompassing list, rather this contains keyboard commands and shortcuts commonly used throughout Teams. Keyboard commands and shortcuts specific to an activity or feature in Teams will be presented during that section.

# Navigating Microsoft Teams

One may fully interact and navigate all elements of Microsoft Teams through universal and Teams specific keyboard commands. This section will describe a several options for one to consider implementing when interacting with Teams.

## General Navigational Keyboard Commands

Arrow keys will enable JAWS to navigate through list, like the lists of one on one chats, Teems channels, and messages/discussions. Arrowing will not allow you to cycle through the Teams interface.

Tab and shift tab will enable one to move JAWS’ cursor through individual elements in Microsoft Teams. Please pay attention to what JAWS announces for each item since some elements possess additional options that requires using arrow keys, spacebar, or enter to interact/activate.

Control F6 and shift control F6 will move JAWS’ cursor through major elements in Teams.

## Teams Specific Keyboard Commands and Shortcuts

* Control plus 1 – opens the Activity tab
* Control plus 2 – opens the Chat tab
* Control plus 3 – opens the Teams Channels tab
* Control plus 4 – opens the Calendar tab
* Control plus 5 – opens the Calls tab
* Control plus 6 – opens the Files tab
* Control plus E – brings focus to the search bar
* Control plus G – brings focus to a search/list field to quickly navigate to a Team or Channel
* Control plus F6 and Shift F6 – navigates between major elements

# Joining and participating in Teams meetings and calls

One of the primary purposes for Microsoft Teams within the Blinded Veterans Association is for meetings. Within Teams this may occur through an impromptu one on one or group meeting to scheduled reoccurring meetings. This section will describe the steps to join a Teams meeting from both an email and from the Calendar tab, and available tools within a meeting.

## Important keyboard commands for meetings and calls

* Control Shift plus M - mute and unmute
* Control Shift plus O – turn video on and off
* Control Shift plus K – raise and lower hand
* Control Shift plus E – open screen share options
* Control Shift plus H – hangs up active meeting or call
* Control Shift S – answers an audio call
* Control Shift plus A – answers a video call
* Control Shift plus D – declines an incoming call

## Join meetings from an email

Most Teams invites will appear as a meeting invite that you can automatically send to the Outlook and Teams calendars. For those Teams invites Outlook does not recognize as an invite or if you use a different email client, do the following to join a Teams meeting from the link in the email.

* Open the email with the invitation information
* Locate the link in the email and press enter
* If you are redirected to your web browser, the focus will switch to your web browser titled “join the conversation” with an option to open Teams or cancel
* Press enter on the open Microsoft Teams Option
	+ If you select cancel you can join the meeting(through the web browser with little variation in subsequent steps
* Tab and shift tab to check the boxes for enabling the camera and microphone
* Tab and locate the button stating “join now with camera on/off and mic on/off”
* This will connect you to the meeting with the focus on the mute on/off button

## Joining meetings from Teams Calendar tab

If you are using Outlook, your meetings invites will appear as an invite in your email list versus a standard message. If you press the applications key or Shift F10 and press C twice to find the accept option, you can send the meeting invite to the Outlook and Teams Calendars, enabling you to locate and connect to the meeting from Microsoft Teams. Additionally if the meeting has an alert notification you can join from the Outlook popup notification.

* Press Control plus 4 in Teams to navigate to the Teams calendar tab
* Press tab and shift tab to navigate to upcoming and previous meetings for the current week
* Use the application key or Shift F10 to bring up the list of options for the meeting and arrow to join and press enter
* To join the meeting with the default audio and video settings, press Spacebar
* This connects you to the meeting with the focus on the mute on/off button

## Accepting an incoming meeting or call

An alternative method for an individual to host a meeting in Teams is through an individual, group, or channel call. This may be accomplished through one on one or group chat from the Chat tab or within a Channel in the Teams and Channels tab. If you receive a call, do the following:

* The Teams notification popup will appear, announce the individual attempting to call you and emit a ring notification sound
* From the notification, do one of the following:
	+ Control Shift S – answers the audio call
	+ Control Shift plus A – answers the video call
	+ .Control Shift plus D – declines the call
	+ Navigating and interacting with within Teams meetings and calls

# Chat Tab

**The Chat tab enables individuals to create one on one to group messages, ad hoc conference calls, and share files with specific individuals. The below information will enable an individual using JAWS to navigate through the tab, interact with discussions, and located shared files.**

# Interacting with Chat list

To navigate to the Chat tab do the following when focus is on Microsoft Teams:

Press Control 2 to navigate to the Chat tab. JAWS will announce:

“Chat list
Chat list Tree view ‑ ‑
New chat. Press space for more options ‑ Has Popup, 1 of 18”

This describes the cursor’s placement as on the chat list, there is a tree view to collapse and expand sections, and the particular placement is at the top of the list on a button to create a new message. To navigate through the list, use the up and down arrows. JAWS will announce the following when on a chat:

“Chat. (Chat participant(s)name(s)), In a call (participant’s status). Last message from (Participant’s name): Last message in chat. On 11/4. New messages. Press space for more options, ‑ Has Popup”

This provides information about who the chat is with, their current status, the last message, if the last message was reviewed, and indicates additional items may be performs if the spacebar is pressed. When pressing the spacebar, the following options will appear:

* Pop out chat – opens the chat in a separate window
* Mark as unread – marks the message as unread
* Pin – pins the chat to the top of the list
* Mute – silences chat alerts
* Hide – hides the chat from view
* Notify when available – provides an alert when the user is available
* Manage apps – enables the management of additional Teams integrated apps

## Entering and Navigating Chat

After arrowing up and down the Chat list, the next is to enter and interact with the chat itself. Here are the ways to enter the chat:

* Pressing Enter – moves the cursor from the list to the last message in a chat
* Control F6 and Shift Control F6 – moves the cursor between the active chat content and the chat list
* Tab and Shift Tab – moves the cursor through the individual elements between the chat list, chat window, and chat content

## Chat Navigation

Starting from the user name from the active chat JAWS announces as a popup, here are the elements of the chat screen you encounter when using tab:

* (User name) has popup, pressing enter will activate the popup and escape will exit it
* Tabs for Chat, Files, and More – use arrow keys and enter to switch between different types of chat content
* Video Call – starts a video call with the chat’s users
* Screen Sharing – starts a call with the chat’s users with the screen being shared
* Add People – add additional users to the chat
* Chat Content (when Chat tab is selected
* Type a new message (text box) – text box for typing a new message or pressing the up arrow twice to bring up your last message and editing it
* Action for new messages – formatting options for the message

## Files Sharing within Chat

Sharing files within a chat exchange is very easy. One may accomplish this task by pasting a file in the chat message field on the chat tab or upload a file through the Files tab. To view and upload files in a chat, do the following:

* Select Files from the tab options after entering a chat and tabbing to the Chat, Files, and More options
* Tab to Share Files button and select a files from the dialogue box
* Arrow up and down through shared files if files have been previously shared in the chat
* Press Shift F10 or the Application Key for options to open the file, download the file, or copy link
* Shared files will appear in the One Drive folder under Microsoft Teams Chat Files

# Teams and Channels Tab

**The Teams and Channels List tab enables individuals to create teams and channels for discussing an sharing documents. The below information will enable an individual using JAWS to navigate through the tab, interact with discussions, and sync shared documents with One Drive for easy access.**

## Interacting with Teams list

To navigate to the Teams and Channels tab do the following when focus is on Microsoft Teams:

* Press Control 3 to navigate to the Teams tab

Jaws will announce "Teams and Channels List, Tree View,” and “Your Teams open.” This informs you that JAWS is on the list view of your Teams and you can use the up and down arrow to navigate the list and the left and right arrows to collapse and expand Teams.

Each team will possess at least one channel called General, which is where members will exchange messages and share files.

When you arrow up and down through the list, Jaws will announce:

* Team’s name
* New Messages, if any
* Favorited status
* “Hit space for more options, hold shift and control to select this team for reordering.”
* “Open, has popup”

Pushing spacebar when on a channel will provide the following options:

* Hide
* Manage team
* Add channel
* Add member
* Leave the team
* Edit the team
* Get link to the team
* Manage tags
* Delete the team

## Entering and Navigating a Team’s Channel

After arrowing up and down the channel’s list, the next step is to enter the channel. JAWS will announce the following when on a team’s channel:

* “(Channel’s Name) channel in (Team’s Name). Favorited. Hit space for more options
checked‑ ‑ Has Popup.”

The last piece of information about the checked or not checked box informs you if the channel is selected. If it is not checked, press enter to select the channel and move JAWS’ cursor to the body of the channel. Pressing enter on a channel that is checked will do the same. Here are the different methods to navigate to the body of the team’s channel:

* Pressing Control F6 and Shift Control F6 – navigates between the channels list and messages section for the selected channel
* Pressing Tab and Shift Tab - navigates between the channels list and messages section for the selected channel
* Pressing Enter – selects the highlighted channel from the list and moves the cursor to the new message button

## Channel Navigation

Starting from the channel’s name that JAWS announces is a popup, here are the elements of the channel screen you encounter when using tab:

* Channel Name has popup, pressing enter will activate the popup and escape will exit it.
* Post Tab. Use the right and left arrows and enter to navigate and activate the tabs for Posts, Files, and More.
* Add a tab.
* Meet and More options for meet now to start a call with the entire Team or schedule a channel meeting in for the future.
* Show channel info, to view members, forms, and other channel items.
* More options which is similar to pressing space on the channel’s name in the tree view
* Conversations and creating a new message.

## Interacting with a Channels Files

While the Files viewer in Teams is accessible and usable for JAWS users, novice or beginner users may find syncing files to One Drive an alternative method to view and edit shared documents. Additionally this enables one to open office documents in their native desktop apps, like Word, Power Point, and Excel versus the app viewer in Teams.

1. Navigate to the File tab and press space to open the file viewer.
2. Tab to the “Men, command bar right arrow to the More optioned press space.
3. Down arrow to open in Care Point. Yes, there is a sync option that will sync the channel to One Drive, but from Share Point you can sync the entire Team and all channels with One Drive.
4. From Share Point shift tab back to the SharePoint header region that will announce the Team’s name home link. It’s also worth toggling the following button.
5. Use heading or tab navigation to scroll down to All Documents and tab to the More option.
6. Press space to open the more option and use the down arrow to locate sync and press enter.

When syncing completes, perform the following steps to view files shared in the channel:

* Press Windows Key plus E to open the File Explorer. Alternatively you can press the Windows Key and type One Drive and open One Drive
* Use Shift tab to enter the tree view and find the Team like you would any other folder in the Windows file explorer.
* Press enter on the team or use the arrow to expand the tree view and select the channel you wish to view the files.
* Tab into the main window and view the files.
* It is possible from here to use the app key to create a desktop shortcut for various files or channel folders to quickly access items you regularly use.

# Teams’ Calendar Tab

**Calendar enables individuals to schedule Teams meetings or other events with ease. The below information will enable an individual using JAWS to navigate through the calendar, schedule a new meeting, and view ones calendar.**

## Interacting with the Calendar

To navigate to the Calendar tab, do the following when focus is on Microsoft Teams:

* Press Control 4 to navigate to the Calendar tab

Jaws will announce, “Calendar grid view” and “Wednesday, November 9 3:30 PM to Wednesday, November 9 4:00 PM.” 0 events.” This informs you that JAWS is in the Calendar tab within a grid and the present date.

## Navigating the Calendar Grid

A combination of arrowing and tabbing provides quick access to the entire calendar. Below describes the keyboard commands and their functions to navigate through the calendar.

* Up and down arrow – navigates through the time of day
* Left and right arrows – navigates between previous and next day
* Tab and Shift Tab – cycles through upcoming and previous scheduled meetings
* Continuing to tab beyond the current week will cause the focus to navigate to other elements of the calendar tab
* Shift F10 or the application key on a scheduled event – brings up a options to edit, categorize, join, show, or delete the event
* Control F6 and Shift Control F6 – navigates through major elements of the calendar tab including the calendar grid, Teams search field, Teams toolbars, new meeting button for creating a new meeting, and menu to jump between today and other weeks

## Changing View Modes

The calendar possess three view modes, day view, work week view, and week view. These views do not impact how JAWS navigates through the calendar, only how the calendar visually appears. To switch between these view modes from the Calendar grid do the following:

* Navigate with Tab/Shift Tab or Control F6/Shift Control F6 till the cursor lands on “Menu, Jump to today’s view”
* Use the right arrow to locate “calendar view sub menu”
* Press spacebar or enter and up/down arrow through the options using spacebar/enter to select the new view

## Create a New Meeting or Event

Creating A Teams meeting or scheduling a new event is easy and automatically populates the Teams Calendar and any other calendar synced with the Teams account. To create a meeting or event, do the following:

* Navigate with Tab/Shift Tab or Control F6/Shift Control F6 till the cursor lands on “new meeting”
	+ A meet now button will create and immediately launch a new meeting
	+ Join with an ID requires a Tteams meeting number and passcode
* A popup will appear with the cursor in the new meeting’s title text box
* Insert a name for the meeting
* Tab to insert required attendees
* Tab to enter optional attendees
* Tab to enter the text field for the meeting’s start date
* Tab to enter the text field for start time
* Up and down arrows changes the time in 30 minute increments
* The time field is a text field so typing a specific time is possible
	+ Repeat previous two steps for end date and time
	+ Tab for the checkbox for all day events
	+ Tab to set meeting or event’s reoccurrence options with up and down arrows including does not repeat, every weekday, daily, weekly, monthly, yearly, and custom
	+ Tab to select a channel whose calendars will automatically receive the meeting or event
	+ Tab to add a specific location other than Teams
	+ Shift tab to navigate back to the send button

The new meeting popup possesses additional features not covered in this basic guide. JAWS is able to easily navigate through the other menus and fields. It is recommended for the first time through to listen to the additional hints under each element to learn how to interact with the features.