



## Microsoft Teams with NVDA and JAWS

This document covers how to navigate Teams with keyboard commands. These keyboard commands are built into Teams, so they can be used by students who use screen readers as well as students with low vision for faster navigation.

Note: This document assumes that brows mode (NVDA) or the virtual cursor (JAWS) are **turned off**. (See our document on configuring these settings for more information.)

### Navigating the Teams App

The Teams app has three main sections:

- The navigation toolbar along the top of the screen
- The app bar along the left side of the screen
- The content area in the middle of the screen
  - Within the content area are two subsections: a panel at the left and main content to the right.

Teams provides commands for moving among these three areas, as well as commands for moving within each of these three areas. The following are some useful general navigation commands.

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|--|----------------------|
| • Bring up a list of keyboard commands | Control + Period (.) |
| • Move forward between main areas      | Control + F6         |
| • Move backward between areas          | Shift + Control + F6 |

Within the main content area, use the following commands to navigate. It very important to listen carefully to what JAWS or NVDA is saying, because navigation is different when navigating lists, buttons, or tabs.

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|---|----------------------|
| • Move forward/backward in a list             | Up and Down arrow    |
| • Move forward/backward in a tab panel        | Left and right arrow |
| • Move between lists, tabs, and buttons       | Tab                  |
| • Move backwards between lists, tabs, buttons | Shift + Tab          |
| • Activate/open an item                       | Enter                |
| • Open item's context menu                    | Space                |

Note: JAWS and NVDA will provide hints about navigation as items are navigated.