

## VoiceOver Navigation in Microsoft Teams with a Keyboard

Tested in iOS/iPadOS 13.3

In this guide, we will cover strategies for navigation within the Microsoft Teams app with VoiceOver and a Bluetooth keyboard.

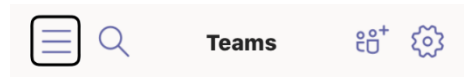
This guide assumes that you have downloaded and installed Microsoft Teams and that you have logged into the app.

**Note:** Please see our other guides for specific information on how to use VoiceOver features, such as the rotor, that are mentioned in this guide.

The Microsoft Teams app consists of three sections of the screen: the **toolbar** along the top, the **main content area** in the middle, and the **tab bar** along the bottom.

### The Toolbar

The **toolbar** runs long the top of the screen. The toolbar consists of:



- The **More** menu
- The **Search** button
- The **heading** with the name of the selected view
- Buttons **specific** to the selected view (these will change)

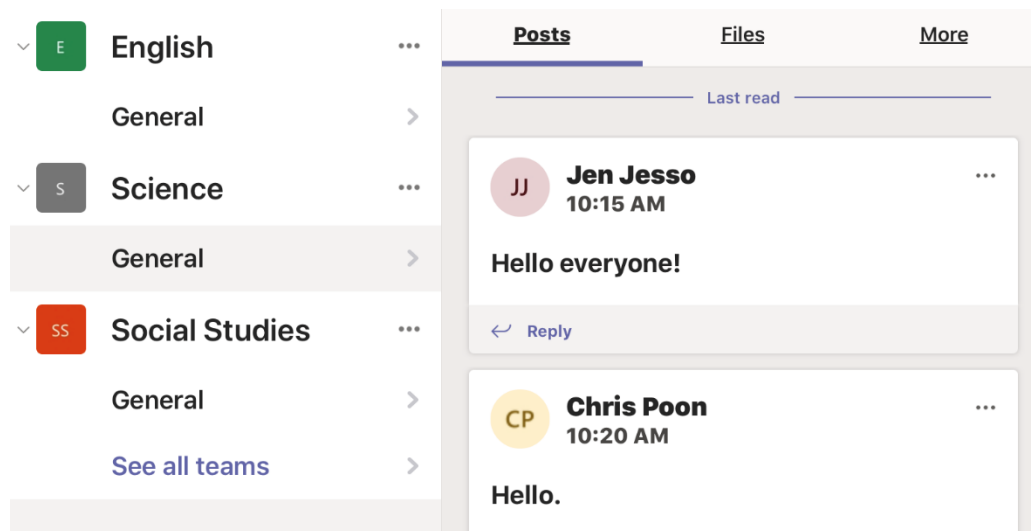
To move to the toolbar, press **CONTROL + UP ARROW** (this is VoiceOver's command to move to the first item on screen). This will move VoiceOver to the **More** menu, and VoiceOver will say, "More menu, button."

Press **COMMAND + OPTION + LEFT ARROW** to move through the More menu, Search button, heading, and view-specific buttons. After the view-specific buttons, VoiceOver moves into the navigation sidebar of the main content area.

**Note:** VoiceOver does **not** provide any specific announcement to indicate the transition between screen areas. It is important to listen carefully to what on-screen information VoiceOver is reporting.

## The Main Content Area

The **main content area** takes up most of the screen and consists of a navigation sidebar to the left and main content to the right. Along the top of the main content are tabs to view various sections of that content area.



To navigate to the main content area, use the **rotor** and set it to **Headings**. Press **COMMAND + CONTROL + OPTION + UP** or **DOWN ARROW** to navigate between the heading on the **toolbar** just above the navigation sidebar and the heading just above the main content area. Press **COMMAND + OPTION + RIGHT ARROW** after landing on one of these headings to read the view's content.

**Note:** There may be more than two headings to navigate through, as some content also contains headings.

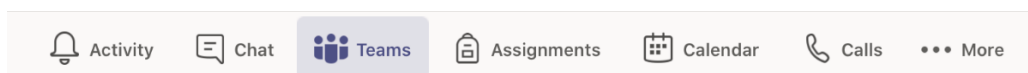
The main content area often has an item near the bottom of the screen, such as a text field or button, that is used frequently. The fastest way to find this item is to move to the tab bar (see below for instructions) and then change the **rotor** to **Vertical Navigation** and press **COMMAND + CONTROL + OPTION + UP ARROW** until you reach the item of interest.

**Note:** The Vertical Navigation option is not included in the rotor by default. See our guide on VoiceOver Rotor Customization for instructions.

## The Tab Bar

The **tab bar** runs along the bottom of the screen. The tab bar consists of areas within the Teams app, including:

- The **Activity** tab
- The **Chat** tab
- The **Teams** tab
- The **Assignments** tab
- The **Calendar** tab
- The **Calls** tab
- The **More** tab



To move to the toolbar, press **CONTROL + DOWN ARROW** (this is VoiceOver's command to move to the last item on screen). This will move VoiceOver to the **More** menu, and VoiceOver will say, "More tab, seven of seven." Note that the actual number of tabs will vary based on the configuration of the Teams app. The first number tells you the position of the tab that VoiceOver is on (the More tab, in this case) and the second number tells you the current number of tabs available.

Press **CONTROL + OPTION + LEFT ARROW** to move through the available tabs on the tab bar. A tab must be activated to view its contents in the main content area. Press **UP** and **DOWN ARROW** simultaneously on a tab to activate it. After the first tab (tab one of one), VoiceOver will move into the bottom section of the main content area.

**Note:** VoiceOver does **not** provide any specific announcement to indicate the transition between screen areas. It is important to listen carefully to what on-screen information VoiceOver is reporting.