

# User Guide: Translation functions in MS Teams

KA210-VET - Small-scale partnerships in vocational education and training : Vocational Education and Training

Project Title : Creation of a train-the-trainer format for digital multilingual webinars using AI-assisted multilingual simultaneous translation tools for the training of resilience educators in Europe.

Project Acronym : Edu2Help

## **A2.2 Manual for webinars with AI supported simultaneous translation tools**

**Target group:** Resilience educators.

**Status:** July 2025

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### **Chapter 1: Introduction to Microsoft Teams and translation features**

Microsoft Teams is a key tool for digital collaboration, especially in education. In addition to video conferencing, chat, and file sharing, Teams offers a range of integrated translation features that simplify multilingual communication.

- Automatic translation of chat messages
- Live subtitling of spoken content
- Transcription & translation after meetings
- PowerPoint Live with slide translation
- Real-time audio translation by Microsoft Translator
- AI interpreter

These features promote inclusion, participation and comprehensibility – especially in hybrid learning and training settings with an international audience.

### **Step-by-step: First login to Microsoft Teams**

1. Visit: <https://teams.microsoft.com> or open the desktop app.
2. Sign in with your Microsoft 365 username and password.
3. After logging in, the Teams start screen opens.
4. Use the menu on the left (Teams, Calendar, Chat, Meetings).

5. Go to your profile picture in the top right corner → **Settings** → **Language** .
6. Select your preferred language here to use translation functions correctly.

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## **Chapter 2: Automatic Translation of Chat Messages**

Microsoft Teams can translate messages in foreign languages directly in the chat. Ideal for international project groups or participants with different language skills.

### **Step-by-step instructions: How to translate a message**

1. Open the relevant chat or channel.
2. Move your mouse cursor over the foreign language message.
3. Click on (•••) to the right of the message.
4. Select “**Translate**” .
5. The message will be translated into your profile language.

### **Step-by-step: Restoring the original**

1. Click again on (•••) next to the translated message.
2. Select “**Show original**” to see the original text.

### **Customize language**

1. Click on your profile picture in the top right corner.
2. Go to **Settings** → **Language** .
3. Choose your preferred language.

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## **Chapter 3: Enabling live subtitles in meetings**

With the "Live Captions" feature, Microsoft Teams displays spoken content as text in real time – in the original language.

### **Step-by-step: How to activate live subtitles**

1. Start or join a meeting.
2. Click on **More actions (•••)** in the top menu bar.
3. Select “**Enable live captions**” .

4. Optional: Select the correct language under "Subtitle language".

**Note:** This feature is only available in the desktop or web version.

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## Chapter 4: Transcription and Translation of Meetings

Microsoft Teams creates a transcript during the meeting – a written record of all spoken content.

### Step-by-step: Start transcription

1. During the meeting: Click on **More actions (•••)** .
2. Select “**Start transcription**” .
3. The minutes begin and speakers are assigned.

### Step-by-step: Exporting and translating the transcript

1. After the meeting → Open calendar → Click on the meeting.
2. “**Recording & Transcript**” tab .
3. Download the transcript as a **.docx** or **.vtt** file.
4. Open it in **Microsoft Word** .
5. Tab “**Review**” → “**Translate** → **Translate document**” .
6. Select target language → click “**Translate**” .

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## Chapter 5: PowerPoint Live & Slide Translation

PowerPoint Live allows you to share presentations so that each participant can view them in their own language.

### Step-by-step: PowerPoint Live with translation

1. Start a meeting.
2. Click on the **share icon (screen with arrow)** .
3. Under “**PowerPoint Live**” , **select** a file or upload one.
4. Participants click on (•••) in the bottom right corner.
5. Select “**View slides in my language**” .
6. Choose your preferred language – slides will be translated locally.

works in **PowerPoint Live mode** , not with screen sharing.

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## **Chapter 6: Microsoft Translator – Real-time audio translation**

Microsoft Translator is a third-party tool that translates spoken content in real time and plays it back as audio.

### **Step-by-step: Using Microsoft Translator in a Teams meeting**

1. Open <https://voicero.net> or Microsoft AppSource.
2. Add Microsoft Translator to your Microsoft Teams account.
3. Schedule a meeting and add Microsoft Translator as an app.
4. Select the source and target languages.
5. The Microsoft Translator bot will activate during the meeting.
6. Participants hear the translation directly in the meeting.

Supports 18 languages with natural AI voice. License required.

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## **Chapter 7: Didactic Combination of Functions**

The translation functions can also be **combined** , e.g.:

- Live subtitles for everyone
- Microsoft Translator for simultaneous translation
- PowerPoint Live for individual slide translation
- Transcript for later editing
- Chat translation for follow-up questions

### **Recommendations for teachers**

- Test features in advance
- actively instruct participants
- Use short, clear language
- Please inform us in advance of any foreign language terms.
- Consider accessibility

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## Chapter 8: Requirements, Licenses & Costs

### System requirements

- Latest version of Teams (desktop recommended)
- Stable internet connection
- Headset with microphone

### Licenses :

License	functions	Price
Microsoft 365 A1–A5	Chat, PowerPoint Live, live subtitles, transcription	Educational license
Teams Premium	Multilingual subtitles, AI additional features	approximately €7/month
Microsoft Translator (Add-on)	Real-time audio translation in over 18 languages (AI-based)	from €9.90 / month

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## Chapter 9: AI-based Interpreter Agent (Microsoft Teams Interpreter)

### 1. Overview

The **Interpreter Agent** in Microsoft Teams is an **AI-powered, real-time translation feature** that removes language barriers in multilingual meetings. The Interpreter uses **Azure AI services** for automatic speech recognition, translation, and speech synthesis to translate conversations simultaneously.

Teams automatically recognizes the spoken language and translates it into the participants' preferred language. This allows everyone to speak and listen in their own language – without human interpreters.

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## How it works

The interpreter agent works with three AI components:

1. **Speech recognition (ST)** – converts spoken language into text.
2. **Machine translation (MT)** – translates this text into the selected target language.
3. **Text-to-speech (TTS)** – generates a spoken voice in the target language (optionally with speech simulation).

A cloud-based bot processes the audio data in real time and returns the translation immediately. The results are audible as **audio output** in the meeting.

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## Requirements

Requirement	Description
<b>License</b>	Microsoft 365 Copilot or Teams Premium (20 hours of interpretation per user/month included)
<b>Languages (as of 2025)</b>	English, German, French, Spanish, Italian, Portuguese, Japanese, Korean, Simplified Chinese (Mandarin)
<b>Number of participants</b>	Up to 1,000 people
<b>Availability</b>	Not in ad-hoc calls, webinars, Teams Free, or meetings using Teams Rooms.

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## Activating the AI interpreter

### Step by step:

1. Open an ongoing meeting → Menu **More actions (•••)** .
2. Select **language and language** → **Interpreter** → **Activate for me** .
3. In the **Interpreter settings** :
  - Select the language you want to listen to the translation in.
  - Adjust the volume slider between the original and translated audio.
  - Choose your voice (“Standard” or “Simulate my voice”).
4. Click on **Activate** .

Participants see a symbol indicating that translation is active. Those who deactivate the interpreter will hear the original audio again.

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## Voice Simulation

When activated, the **translation is played back in your own simulated voice** .

The AI analyzes short speech segments in real time to replicate pitch, rhythm, and manner of speaking – without storing biometric data. This makes the translation sound natural and personal.

### Settings during the meeting:

1. Menu → *Language and Language* → *Interpreter* → *Interpreter settings* .
2. *voice when interpreting* :
  - "Simulate my voice for others"
  - or "Automated Voice" (e.g., Ava)

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## Data protection & AI ethics

- Voice data is **processed in real time** and **not stored** .
- No permanent storage of voice samples or biometric characteristics.
- Translation data is only used at runtime by **Azure Cognitive Services** .
- GDPR-compliant use according to Microsoft guidelines.

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## Didactic use in the Edu2Help context

The AI interpreter is particularly suitable for:

- **Peer learning groups** with participants from different countries.
- **Resilience training courses** where a common working language is lacking.
- **Webinars** that require fast, automatic translation without external interpreters.

### Recommendations for trainers:

- Perform activation in advance during the test meeting.

- Use clear speech and short sentences.
- Pause briefly after each post to complete the AI translation.
- Use camera and chat simultaneously to promote understanding.
- Actively involve participants (“How natural does the translation sound to you?”).

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### Limitations (according to Microsoft)

- The recordings contain **only the original audio**, not the translation.
- Translated transcripts are **only** available live.
- Not suitable for discussions with many simultaneous speakers.
- Names, technical terms, and genders can be misinterpreted.

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### Comparison: Human vs. AI interpreter

feature	Human interpreter	AI interpreter (copilot)
Translation type	Real-time through humans	Real-time AI with Azure AI
Quality	Context-sensitive, empathetic	Fast, but possibly inaccurate
Languages	Any (depending on qualifications)	9 supported languages
Data protection	No cloud processing	Cloud-based, anonymized
Cost	Fee-based	Included in the copilot license
Recommended for	Emotional themes, precision	Large groups, technical meetings

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### Conclusion

With its **AI interpreter agent**, Microsoft Teams offers **true simultaneous speech recognition and translation with speech simulation for the first time**.

For Edu2Help, this means trainers can make webinars more accessible and inclusive, especially for diverse language groups. The combination of **AI interpreter**, **live subtitles**, and **PowerPoint slide translation** enables a virtually complete multilingual learning experience – without external interpreting services.

## Appendix 1: Checklist for preparing a multilingual meeting in MS Teams

✓	Task
<input type="checkbox"/>	Meeting scheduled in Microsoft Teams and invitations sent
<input type="checkbox"/>	PowerPoint presentation prepared for <b>PowerPoint Live</b>
<input type="checkbox"/>	Check language settings in Teams (Profile → Settings → Language)
<input type="checkbox"/>	Live subtitles tested and appropriate language selected
<input type="checkbox"/>	<b>Transcription</b> enabled in Teams meeting
<input type="checkbox"/>	informed via <b>chat translation</b>
<input type="checkbox"/>	Microsoft Translator installed as an app and integrated into the meeting (if used)
<input type="checkbox"/>	Technical equipment (headset, microphone) tested
<input type="checkbox"/>	Participants will receive instructions on how to use the translation functions (e.g., PDF, slides).
<input type="checkbox"/>	Backup solution (e.g., bilingual moderation) prepared

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## Appendix 2: Quick guide for participants (multilingual)

### English:

 Welcome to the meeting! Use the following features to understand content in your language:

- **To activate live subtitles:**
  - Click on (•••) → **Activate live subtitles**
  - Select the language below
- **To translate PowerPoint slides:**
  - During the presentation, click on (•••)
  - Select "**Show slides in my language**"
  - Set the language
- **Translate chat message:**
  - Move mouse pointer over the message → (•••) → **Translate**

- **Microsoft Translator enabled?**

→ You'll automatically hear the presentation in your language 

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## English:

  Welcome to the meeting!

Use the following tools to follow the content in your language:

- **Turn on live captions:**
  - Click (•••) → **Turn on live captions**
  - Select your language below
- **Translate PowerPoint slides:**
  - Click (•••) during the presentation
  - Choose “**See slides in my language**”
- **Translate chat message:**
  - Hover over the message → (•••) → **Translate**
- **Microsoft Translator enabled?**

→ You'll hear the speaker in your selected language 

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## Appendix 3: Recommended combinations depending on the scenario

scenario	Recommended features
Webinar with international guests	PowerPoint Live + Live Captions + Microsoft Translator
Training for people with refugee experience	Chat translation + PowerPoint Live + Transcript
Internal meeting with a foreign-language-speaking colleague	Chat translation + live subtitles
Educational course with a focus on accessibility	Live subtitles + transcription + Microsoft Translator
Online course with asynchronous follow-up work	PowerPoint Live + Transcript (exported & translated)

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### imprint

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