# Best Practices for Microsoft Teams with Sign Language Interpreters

## Assign interpreters before a Microsoft Teams Meeting.

You can assign sign language interpreters as priority people before your meeting. To pre-assign an interpreter prior to a meeting, the interpreter needs to be in your organization.

* Select (Settings and more), **Settings, Accessibility**, and then turn on **Sign Language**.
* To add someone as an interpreter, select **Manage preferred signers**. Start typing the name of the interpreter, and then select the interpreter from the list of search results.
* To close the **Add people as signers** window, select (Close).

Changes to these settings will be saved across all your meetings.

## Assign interpreters during a meeting from the Accessibility tab.

If you have opted into the sign language experience but no interpreters are assigned or available, you will be prompted at the first use to manage your interpreters and assign someone as the signer.

**Note:** The options mentioned in the steps below are only available if you've turned on the **Sign Language** option in the **Accessibility** tab in the app settings.

* Select More, Accessibility, Manage preferred signers.
* Start typing the name of the interpreter, and then select the interpreter from the list of search results.
* When ready, select **Save**.

## Assign interpreters during a meeting from the Participants list or participant context menu.

If you work with interpreters from outside your organization, or in any situation where you need to work with an interpreter not on your preferred signers list, you can prioritize any other meeting participant for sign language from the **Participants** list or participant context menu.

**Note:** The options mentioned in the steps below are only available if you've turned on the **Sign Language** option in the **Accessibility** tab in the app settings.

* To add a signer from the participant list, select **People**. In the list of the meeting participants, find the person you want to assign as a signer, and then select (More options), **Make a signer**.
* To add a signer from the participant context menu, select (More options) next to the participant's name in their video, and then select **Make a signer**.

## Designate a signer for everyone.

If you want to designate a sign language interpreter for everyone in the meeting, then it’s best to spotlight the interpreter in the Microsoft Teams meeting.

For instructions, go to [Spotlight someone's video in a Teams meeting](https://support.microsoft.com/en-au/office/spotlight-someone-s-video-in-microsoft-teams-meetings-58be74a4-efac-4e89-a212-8d198182081e).