# Best Practices for Microsoft Teamswith Real-Time Captioners

Captioners nationally certified are between 97.6-99.9% accurate. Artificial Intelligence (AI) captioning has no measure except to say, 86-94% accurate. For some perspective, here is what that looks like: 99% accuracy is one wrong word per paragraph. 90% accuracy is one wrong word per sentence. Almost indiscernible.

A third party captioner is hired to type captions, so the captions are more accurate as compared to a transcript. You can assign someone to type captions during a meeting, but they are not professionals, so you may not get accurate captions. There will be errors in Zoom live running transcriptions because transcriptions will not catch voice with an accent, specialized terminology, etc. The tip is to assign someone to edit/"fix" the transcription afterward.

## To assign a captioner in Microsoft Teams, follow these steps.

1. Create and send the meeting invitation as usual. Remember to invite the designated captioning coordinator or captioner to the meeting.
2. Open the meeting invite you created.
3. Select **Meeting options**.
4. On the **Meeting options** page, turn on the **Provide CART Captions** switch, and then select **Save** to create the CART caption link.
5. Under **Provide CART Captions**, a link appears. To copy the link, select **Copy link**. The link is copied to the clipboard.
6. Paste the link to an email message and send it to the CART captioner to enter into their captioning software. You can also give them this link prior to the meeting start in the chat as long as you let them in 10-15 min prior to an event start.

## Introducing Closed Captions in PowerPoint Live for Microsoft Teams

PowerPoint users who are looking to create accessible presentations can easily add closed captions to any embedded PowerPoint video directly from within PowerPoint for Windows and macOS.

[Learn how to add closed captions to create accessible presentations](https://techcommunity.microsoft.com/t5/microsoft-teams-blog/introducing-closed-captions-in-powerpoint-live-for-microsoft/ba-p/3759269)