

Language interpretation in Microsoft Teams meetings

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Information Services and Centre for Welsh Language Services

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If you've got any questions about using Teams, please contact Information Services (is@aber.ac.uk).

In line with the statutory requirements of the Welsh Language Standards and the University's internal policy on the use of Welsh, the [Centre for Welsh Language Services](#) provides a Simultaneous Translation service at meetings (virtual, hybrid and in-person).

Simultaneous Translation allows attendees to use their preferred language (e.g. Welsh/English) completely naturally and easily at meetings, committees and events for example. For further information see the Centre for Welsh Languages webpage or email tlustaff@aber.ac.uk.

An overview for using the language interpretation in Microsoft Teams meetings is available via [Microsoft Help](#). This function can also be used for other languages.

Guidance for Meeting Organisers

How do I set up Language Interpretation in a Teams meeting where the translator has an AU account?

- Create your Teams meeting and invite your attendees including your translator. See [How do I create a Teams meeting?](#) for further information.
- Open the Teams meeting and select **Meeting Options**:

Microsoft Teams meeting

Join on your computer, mobile [app](#) or room device

[Click here to join the meeting](#)

Meeting ID: 318 453 309 432

Passcode: 3TzXEe

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[Learn More](#) | [Help](#) | [Meeting options](#)

- A browser window will open
- Scroll down to **Enable language interpretation** and toggle to **Yes**
- Enter the interpreter's username in the search for interpreter field (note you need to have invited them to the meeting to be able to select them)

Search for interpreters 

- From the **Source Language** choose Welsh* from the drop-down menu. For the **Target Language** choose English.
- Press **Save**
- At the beginning of the Teams meeting, remind attendees that an interpreter is on the call and they are welcome to speak in Welsh. Direct attendees that require interpretation to the interpreter channel.

How do I set up Language Interpretation in a Teams meeting for an external translator?

Please note that the above workflow is not suitable for non-AU email accounts. If you are using an external translator follow the workflow below:

Before the meeting:

- Create your Teams meeting and invite your attendees including your translator. See [How do I create a Teams meeting?](#) for further information.
- Open the Teams meeting and select **Meeting Options**:

Microsoft Teams meeting

Join on your computer, mobile [app](#) or room device

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- A browser window will open.
- Scroll down to **Enable language interpretation** and toggle to **Yes**
- Allocate a member of AU staff to be the interpreter. **You will have to change the interpreter to the non-AU account at the start of the meeting.**

Search for interpreters



- From the **Source Language** choose Welsh from the drop-down menu. For the **Target Language** choose English.
- Press **Save**
- At the beginning of the Teams meeting, remind attendees that an interpreter is on the call and they are welcome to speak in Welsh. Direct attendees that require interpretation to the interpreter channel (instructions below).

At the start of the meeting:

Once the external interpreter has joined the meeting:

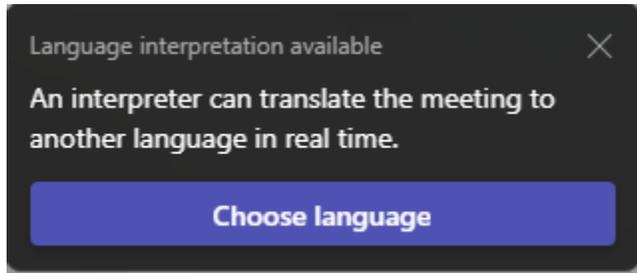
- Click on the People pane
- Click on the ... to the right of the interpreter's name
- Select Make Interpreter
- Change the AU Interpreter back
- Click on the ... to the right of the AU staff member that you allocated as interpreter and select Make Attendee
- See this [recording](#) for guidance on how to do this

Guidance for Translators

- You will receive the calendar invitation that will have been set up with you as a translator
- If you are an AU member of staff, join using your AU credentials
- If you are invited to the meeting as a translator, you will join automatically in the translator channel
- Those in the main meeting will not be able to hear you unless they select the translation channel so make sure that you've got a mechanism for contacting the chair of the meeting if you've got any questions

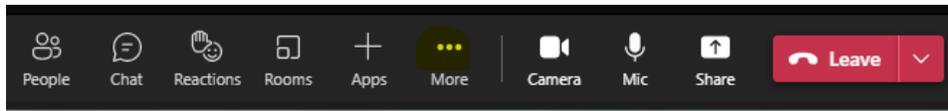
Guidance for attendees

- To listen to the translator channel, join the meeting
- You'll be prompted to **choose language** in the top window:



- Select from the dropdown menu the language that you want to listen to (e.g. if you are a non-Welsh speaker choose English)
- Confirm your choice

If you need to tune into a translation channel in the middle of a meeting or once the language interpretation option has disappeared, go to **More** on your task bar:



- Select **Language Interpretation** and follow the steps above to choose your language.

To change back to the language of the meeting:

- Select More from the task bar and Language Interpretation
- From the dropdown select **Original Language**
- Click **Confirm**.

