

# IMMERSIVE READER IN OFFICE 365

## WHAT IS IMMERSIVE READER?

It is a feature in Office 365 that can read aloud posts, instructions and assignments.

Look for this icon 

## HOW TO USE IT?

In Teams **posts**:

- Hover over the message then click the ellipsis

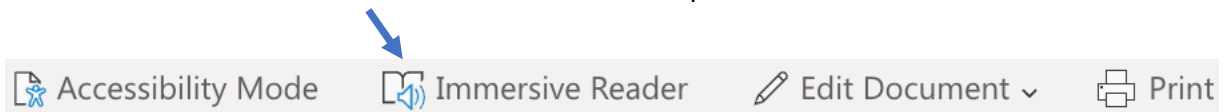


The screenshot shows a Teams chat interface. A message from 'Assignments' (6/22, 3:29 PM) is selected. The message content is 'June 22 daily log' with a 'View assignment' button. A context menu is open on the right side of the message, listing various actions: Save this message, Delete, Mark as unread, Copy link, Share to Outlook, Immersive Reader, Report this message, Pin, Turn on notifications, and More actions. A blue arrow points from the 'Immersive Reader' option in the menu to the 'View assignment' button in the message content.

- Click Immersive Reader
- Then click 

In a Teams **assignment**:

- Open an assignment in Teams
- Click on Immersive Reader at the top



The screenshot shows the top toolbar of an Office 365 document. The 'Immersive Reader' icon, which is a book with a speech bubble, is highlighted with a blue arrow pointing to it. Other icons in the toolbar include Accessibility Mode, Edit Document, and Print.


- Then click 


Please turn to the next page.

## FEATURES

Click  to change voice settings

Voice Speed










Voice Selection

Female


Male


 

Click  to change text settings




Text Size






Increase Spacing


Click  for grammar tools


  


Syl-la-bles

Parts of Speech




 nouns

 verbs

 adjectives

 adverbs

Click  to change reading preferences

Line Focus

Picture Dictionary   
© Boardmaker

Translate

Choose a language

Click  to highlight one line at a time

**Assignment To Do List**