


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. Two messages are visible, both from 'Assignments'. The first message is 'June 22 daily log' with a 'View assignment' button. The second message is 'June 23 daily log'. A context menu is open over the second 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 first message.

- 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 assignment. It includes icons for Accessibility Mode, Immersive Reader, Edit Document, and Print. A blue arrow points to the Immersive Reader icon.


- Then click 

Please turn to the next page.

FEATURES

Click  to change voice settings



Voice Speed

 1




Voice Selection

Female


Male

Click  to change text settings




  

Text Size

 48


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
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Translate

Choose a language

Click to highlight one line at a time

Assignment To Do List