AMERICA INTERPRETATION

Microsoft Teams interpretation checklist

For an interpreted Teams meeting, the organizer enables the languages and assigns the interpreters. Participants use the Teams desktop app to listen in their language.

Checklist

- In the meeting options, turn on language interpretation and select the languages and interpreters.
- If your interpreter is outside your organization, assign their role in the meeting after they join.
- On the Teams desktop app, open More, then Language and speech, then Language interpretation. Choose a language and confirm.
- During the sound check, have a listener select each language and confirm they can hear the interpreter.

Common risks

- Using a Teams format that does not support the desired interpretation setup.
- Unclear presenter/organizer permissions.
- No technical contact available during the live meeting.
- Remote audio quality below interpreter-safe expectations.

What America Interpretation can handle

- Meeting-format review and interpretation workflow advice.
- Interpreter preparation and language-pair planning.
- Coordination with organizer and technical contacts.

What organizers should prepare

- Confirm the Teams license, event type, and permissions.
- Send bilingual attendee instructions.
- Identify a technical contact for the live event.