

As a global company, we often need to communicate in languages other than our preferred one. Microsoft 365 offers numerous options for translating content and messages, whether it's an email in Outlook, live messages in Teams, or captions during a Teams meeting.

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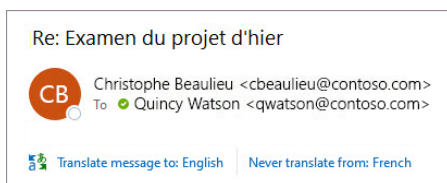
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Outlook (email)*

In Outlook, you can translate words, phrases, and full messages when you need them. You can also set Outlook to automatically translate messages you receive in other languages.

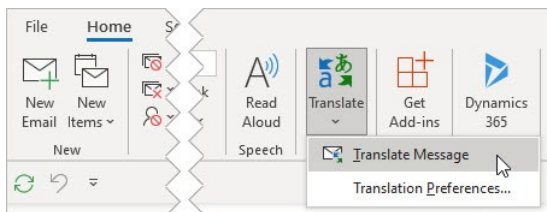
When you receive an email message in a different language, you'll see a prompt at the top of the message asking if you'd like Outlook to translate it into your preferred language.



You can respond in two different ways:

- To translate the message, select **Translate message**. Outlook replaces the message text with translated text.
After you've translated the message, you can select **Show original** to see the message in the original language or **Turn on automatic translation** to always translate messages to your preferred language.
- To not translate the message, select **Never translate**. Outlook won't ask you if you'd like to translate messages in that language in the future.

If, for some reason, Outlook doesn't offer these options, select the **Translate** button from the ribbon, or right-click on the message and select **Translate**, then **Translate Message**.



For additional details, including translation instructions for New or Web Outlook or changing Translation Preferences in Outlook, view the [Translation article from Microsoft Support](#).

**These instructions pertain to the Outlook desktop app and may not work in Outlook mobile apps or the Outlook web application.*



Teams Message

When you receive a Teams message in a different language, you have the option to translate it into your preferred language. A translated message will have an icon above it to let you know it's been translated.

To translate a Teams message, select **Translate** above the message.

Disable translation suggestions by selecting **Never translate (language)** above the message.



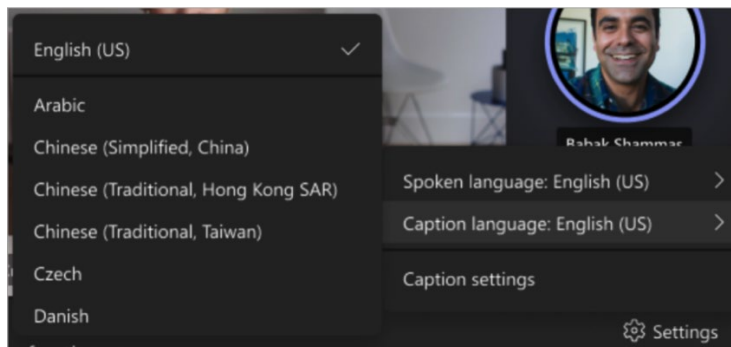
If you don't see the "Translate" suggestion, you can still request translation. Translate any message to your default language by hovering above the message and selecting **More options** **>>>**
> **Translation**  > **Translate** 

For additional details, including translation options on Teams Mobile or changing Translation Preferences in Teams, view the [Teams Translations article from Microsoft Support](#).

Teams Meeting Live Captions

To use live translated captions:

1. Turn on live captions in your meeting by clicking on the ellipse located in the top corner of the open meeting window. From here you have a drop-down menu with the options to "Turn on Live Captions".
2. Next to the meeting captions, select **Settings**.
3. Make sure **Spoken language** is correct.
4. Select **Caption language**.
5. Choose the language you want your captions translated to.



For additional details on using live captions or translation of live captions, view the [Live Captions article from Microsoft Support](#) or view this [instructional video](#).