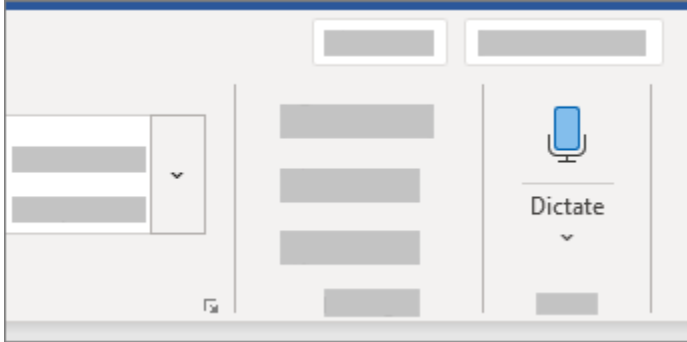


Dictate Office 365 Word Installed

1. When you're signed in to your Office 365 account, turn on your microphone and make sure it works.
2. Go to **Home** > **Dictate**.



(In Outlook, go to **Message** > **Dictate**.)

3. A red dot on the button and a quick sound let you know that dictation has begun.



4. Start talking. As you talk, text appears on your screen.
5. Speak clearly and conversationally. Insert punctuation by saying the name of the punctuation mark you want to add.
6. If you make a mistake while dictating, move your cursor to the mistake and fix it with your keyboard. No need to turn off the microphone.
7. When finished, select **Dictate** again to stop typing.

From Microsoft Support

<https://support.office.com/en-us/article/dictate-with-your-voice-in-office-d4fd296e-8f15-4168-afec-1f95b13a6408>