

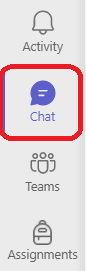
Faculty Tech Tips Sheet

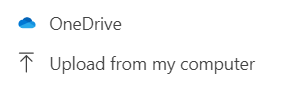
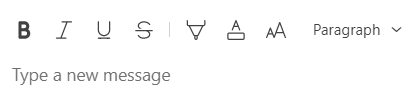
# Adding Alternate Text to an Image in MS Teams Chat

# Alt text (alternative text) is a description of an image or other non-textual content that provides context for users who may not be able to view the image. It’s important to know that Microsoft Teams does not provide its users with a traditional way of adding alt text to images, however, there is still a way to make your content more accessible.

# Instructions

1. Open Microsoft Teams on your device
2. Start a new chat or open an existing one by selecting the “Chat” button from the menu on the left side of your screen



1. Select the "Attach" button in the chat input box below the input field to open the file picker
   1. Screen capture with "attach" button highlighted
2. Choose whether you want to add an image from your device or OneDrive from the drop-down menu
   1. 
3. Select the image you would like to upload
4. Navigate to the “format” button in the chat input box below the input field
   1. Screen capture with "format" button highlighted
5. Type a descriptive and concise text in the “Type a new message” field
   1. 
6. Make sure that your image file name is also descriptive and concise
7. Select the “Send” button on the right side of the input field
   1. Screen capture with "Send" button highlighted

Resources

Read a short article that demonstrates the importance of adding alt text to an image: [Add Alt Text to Images](https://mailchimp.com/en-ca/help/add-alt-text-to-images/)

An [overview](https://webaim.org/techniques/alttext/) of alt text is available from WebAIM

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