



ST. CLAIR COLLEGE

CENTRE FOR ACADEMIC EXCELLENCE
AND QUALITY ASSURANCE

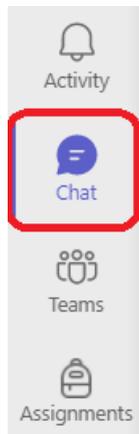
Faculty Tech Tips Sheet

Adding Alternate Text to an Image in MS Teams Chat

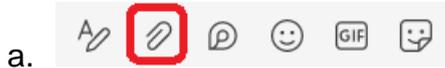
Alt text (alternative text) is a description of an image or other non-textual content that provides context for users who may not be able to view the image. It's important to know that Microsoft Teams does not provide its users with a traditional way of adding alt text to images, however, there is still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



3. Select the "Attach" button in the chat input box below the input field to open the file picker
 - a.



4. Choose whether you want to add an image from your device or OneDrive from the drop-down menu
 - a.

 OneDrive

 Upload from my computer

5. Select the image you would like to upload
6. Navigate to the "format" button in the chat input box below the input field
 - a.



7. Type a descriptive and concise text in the "Type a new message" field

B *I* U  |    Paragraph ▾

Type a new message

- a.
- 8. Make sure that your image file name is also descriptive and concise
- 9. Select the “Send” button on the right side of the input field

- a. 

Resources

Read a short article that demonstrates the importance of adding alt text to an image: [Add Alt Text to Images](#)

An [overview](#) of alt text is available from WebAIM



This work is licensed by St. Clair College under a Creative Commons Attribution-NonCommercial ShareALike 4.0 International License. Last edited: 2023-01-06