

Akouo

Interpretation for

Microsoft Teams

Deployment guide

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1. Introduction

This document provides guidance for Microsoft 365 administrators to deploy Akouo interpretation in Microsoft Teams. This document also includes information for Teams users to get started with Akouo Interpretation.

1.1 Overview of Akouo Interpretation in Teams

- Akouo interpretation provides seamless language interpretation directly in Microsoft Teams meetings, supporting multilingual meetings where all participants can understand and be understood in their native language.
- Akouo Interpretation can be added to a meeting in a few seconds, requests are automatically routed to internal interpretation manager or language service provider for immediate fulfilment. Participants benefit from a clear and simple interface within Teams to select their preferred language. Akouo uses 100% Microsoft technologies providing a uniquely secure and stable service.
- Simple request and access to interpretation for end users, secure and instant end-to-end fulfilment with Microsoft PowerApps, Active Directory B2C for all connected participants and interpreters, cross-tenant support for federated users and external guests (requires Office365 business license), unlimited languages, covers 100% of MS Teams meeting capacity.

2. Deployment guidance for Microsoft 365 administrators

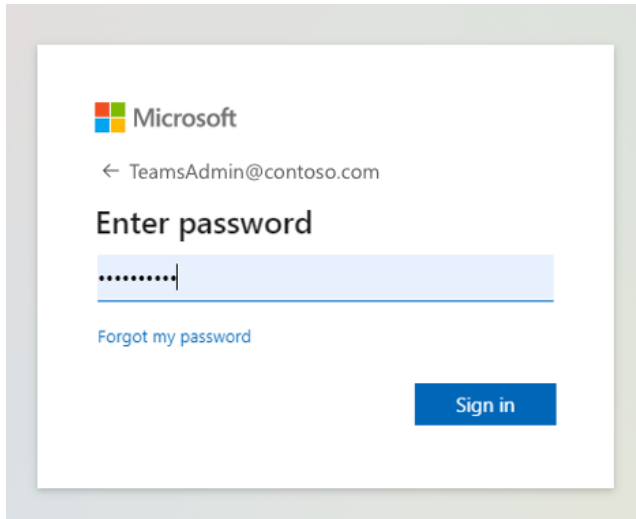
2.1 Prerequisites

Prior to deploying Akouo Interpretation in Microsoft Teams, ensure that you have:

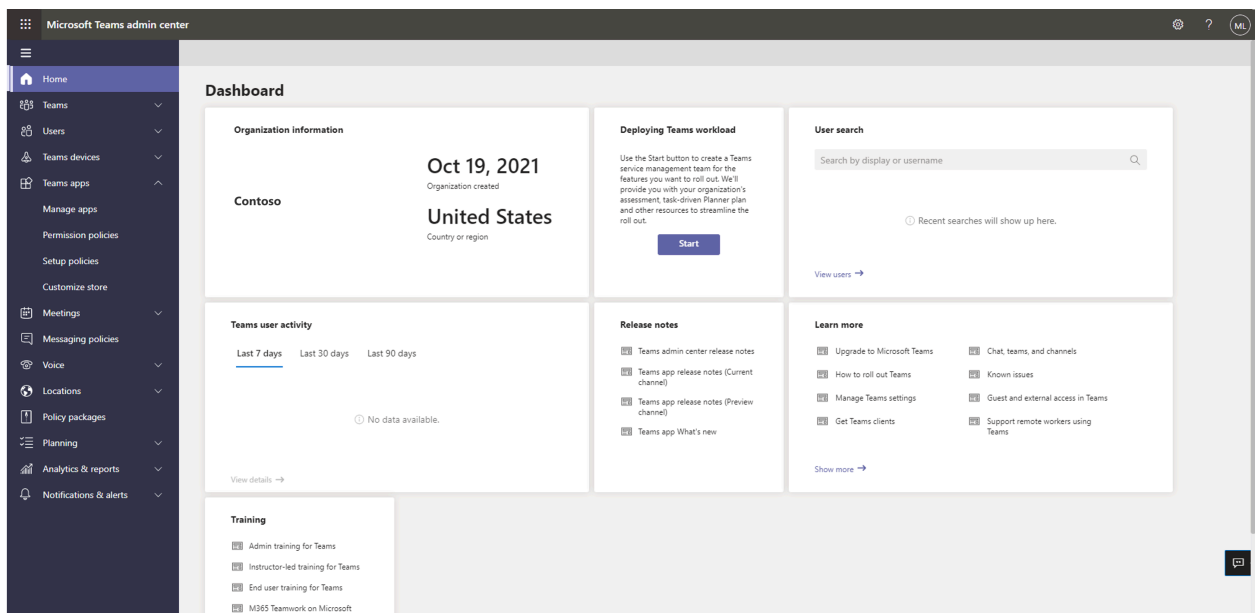
- An active Microsoft 365 subscription
- Access to a Microsoft 365 administrator account
- Activated Microsoft Teams for your organization
- An active Akouo account either directly with Akouo (for organizations with internal interpreters), or your preferred Language Service provider that provides interpretation services.
- Your Microsoft Tenant ID that is required to connect your MS Teams account to the Akouo PowerApps management portal

2.2 Sign into the Microsoft Teams admin center

1. Go to <https://admin.teams.microsoft.com/>
2. Enter your administrator credentials

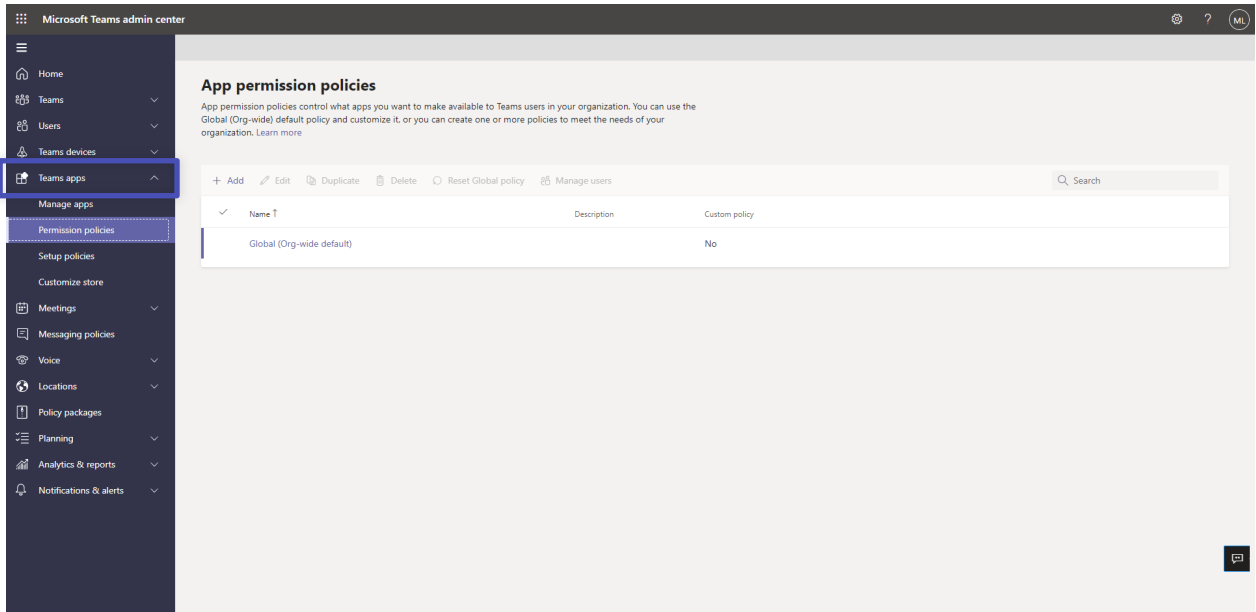


3. Access the Teams admin center dashboard.

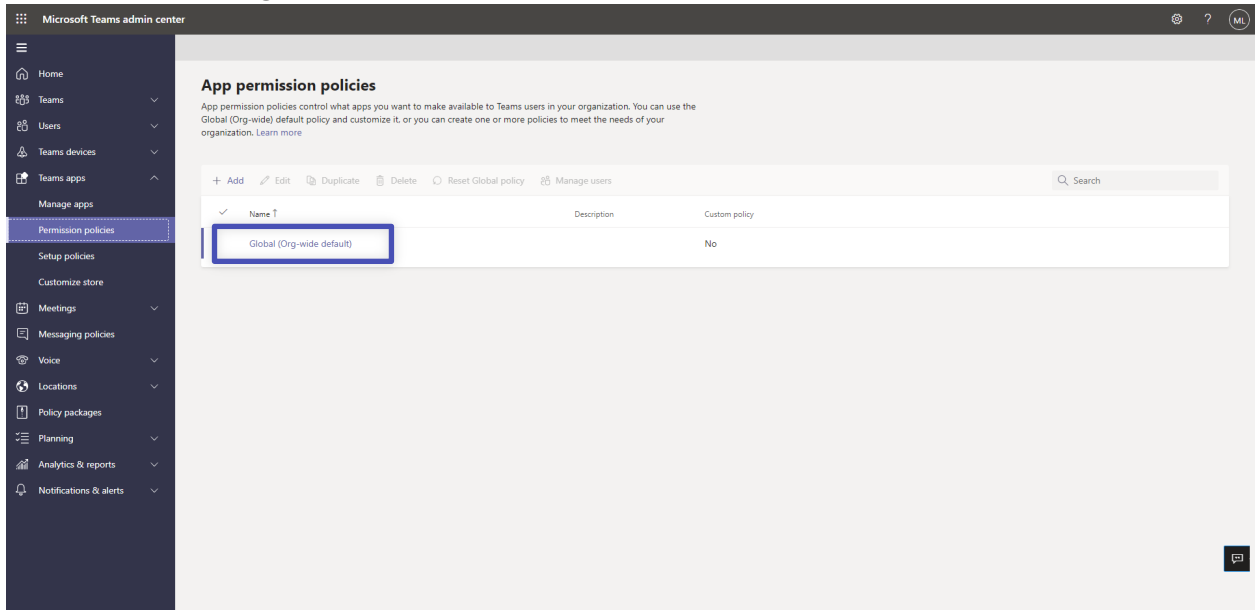


2.3 Set Global (org-wide) app permission policies

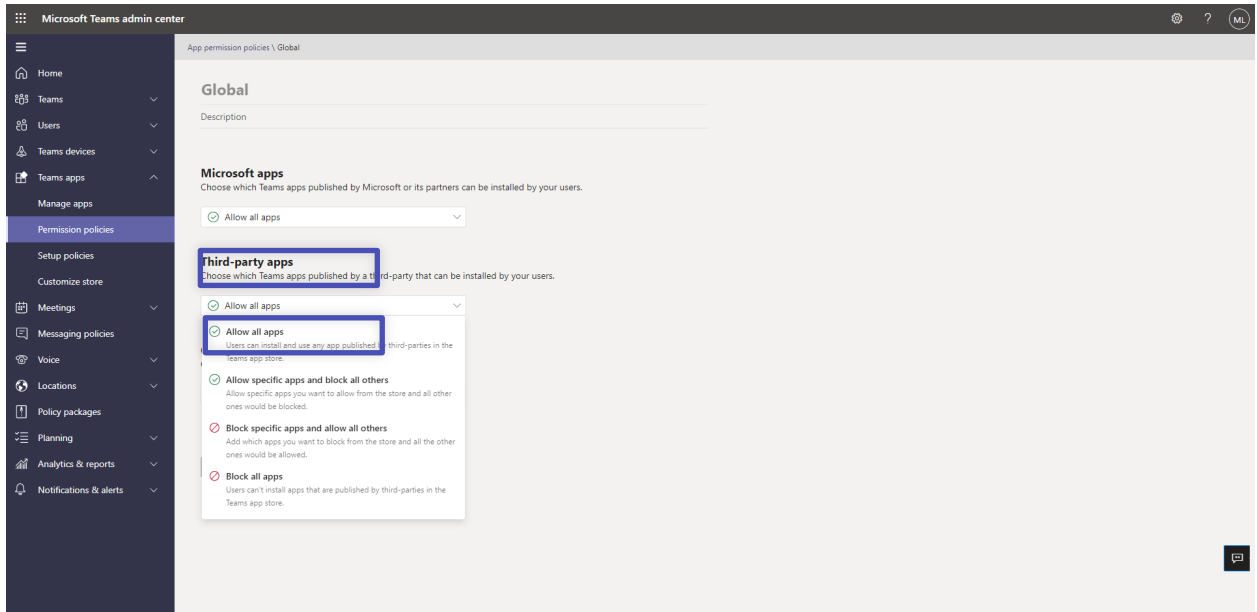
4. Select the **Teams apps** dropdown followed by **Permission policies**.



5. Click on **Global (Org-wide default)**

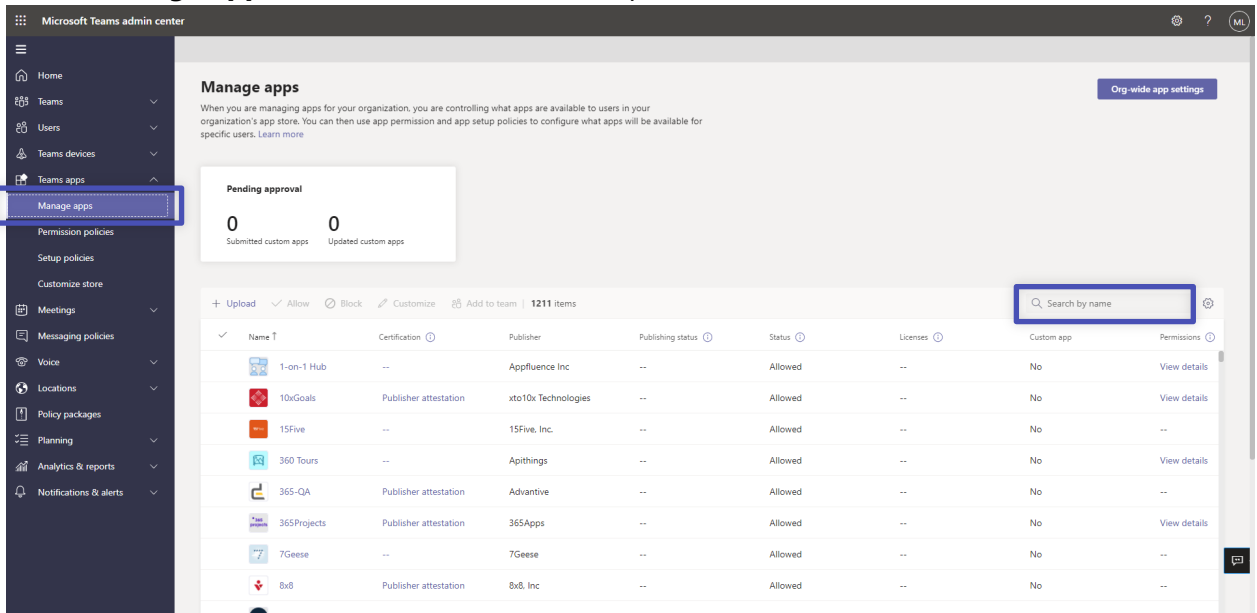


6. Under **Third-party apps**, ensure that **Allow all apps** is selected. Or, choose **Allow specific apps and block others** and search for Akouo Interpretation to add it to the list of approved apps.

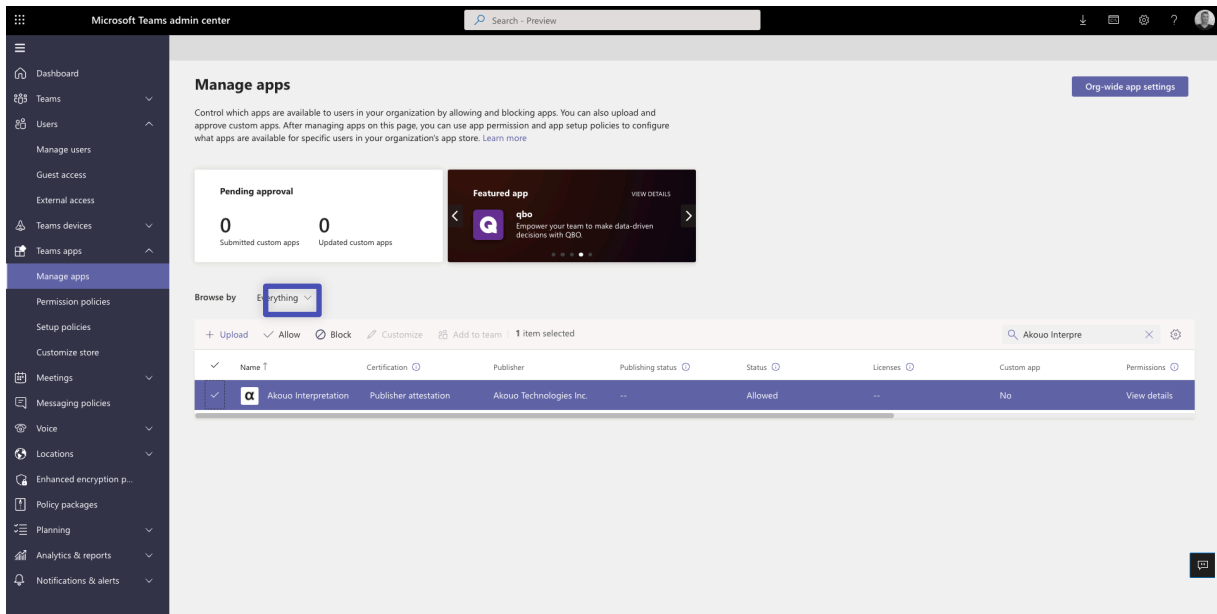


2.4 Activate Akouo Interpretation in Teams

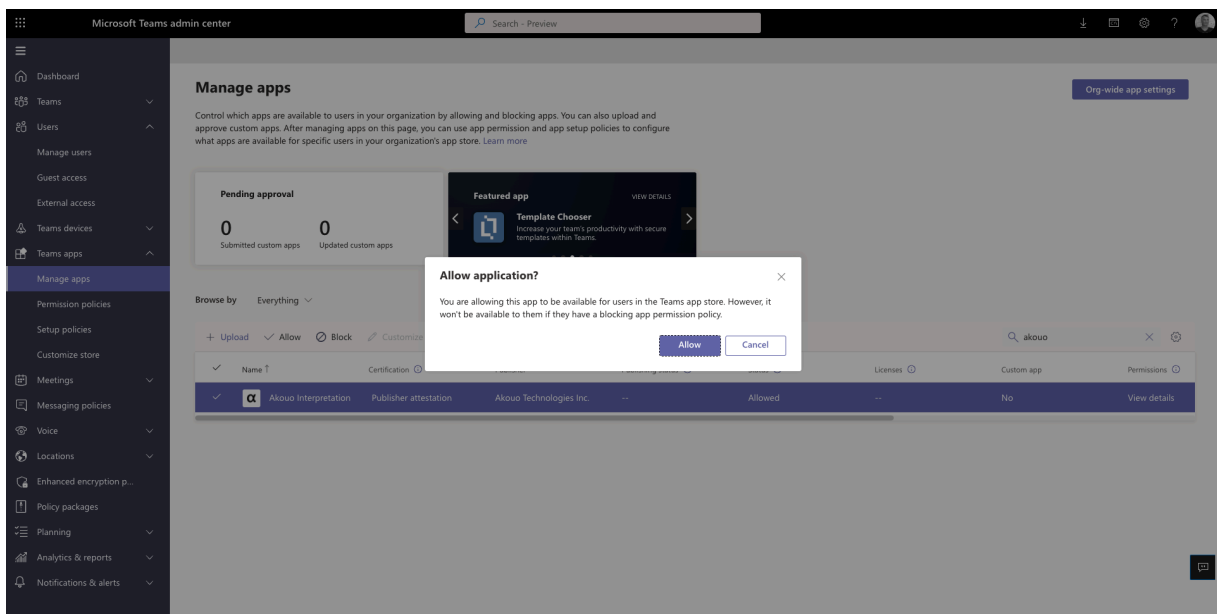
7. Select **Manage apps** and search for Akouo Interpretation



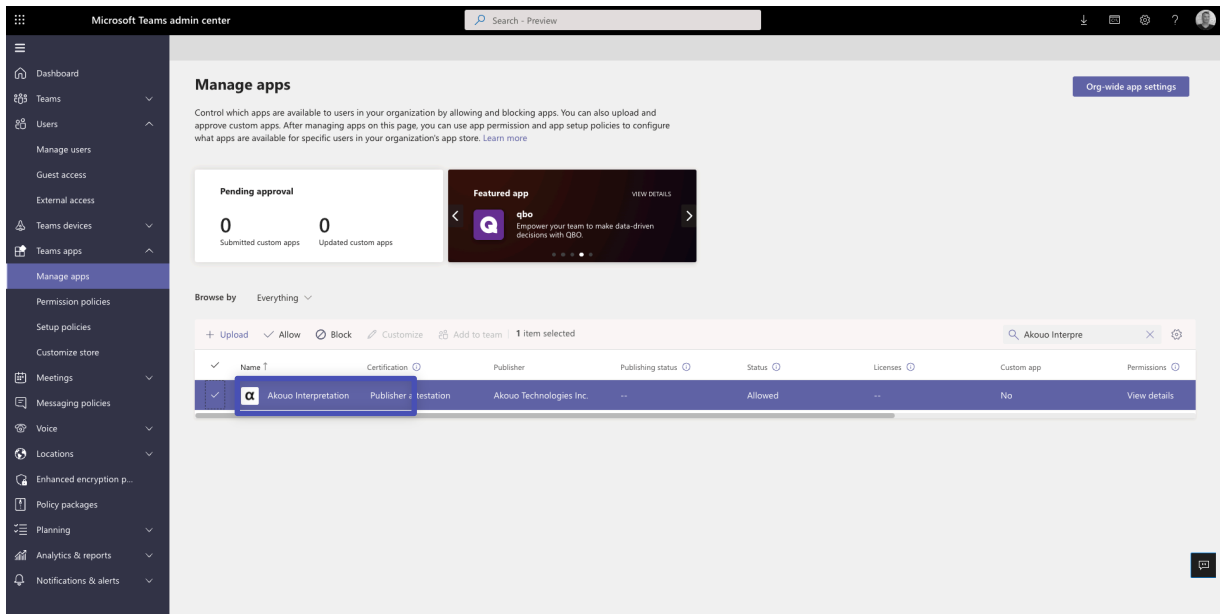
8. Click on the check mark next to Akouo Interpretation and select **Allow**.



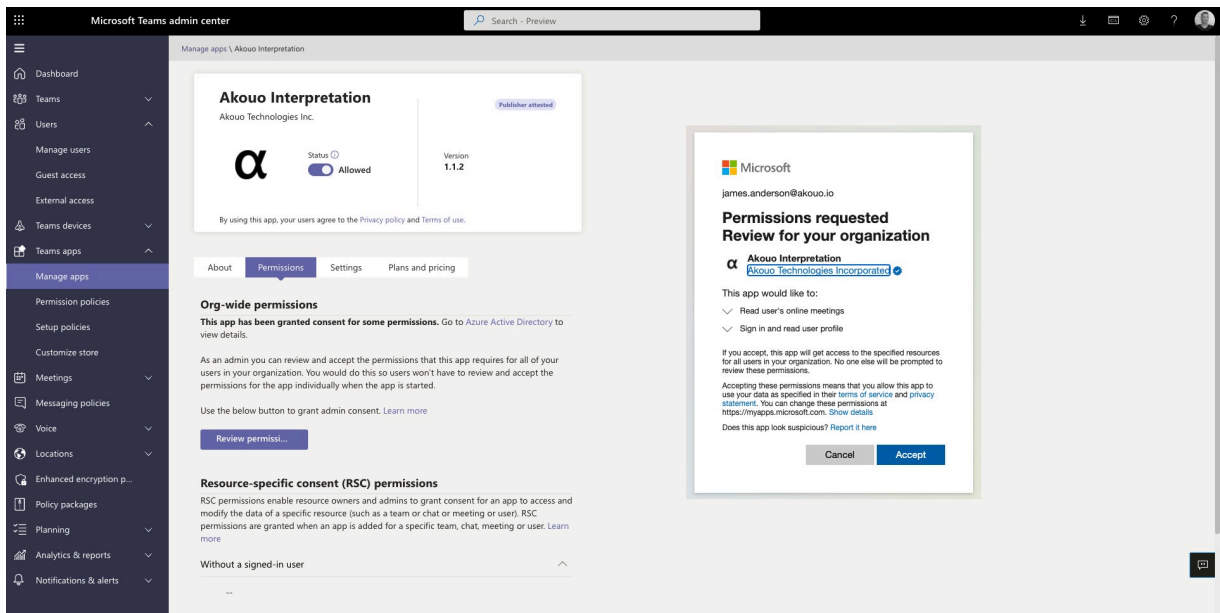
9. Click **Allow** to let users access the application in Teams.



10. Click on the application to review the permission policies.



11. Click on **Permissions**, then **Review permissions** to launch a new window with the requested permissions. Click **Accept**.



12. If necessary, review the **Settings** for the application.

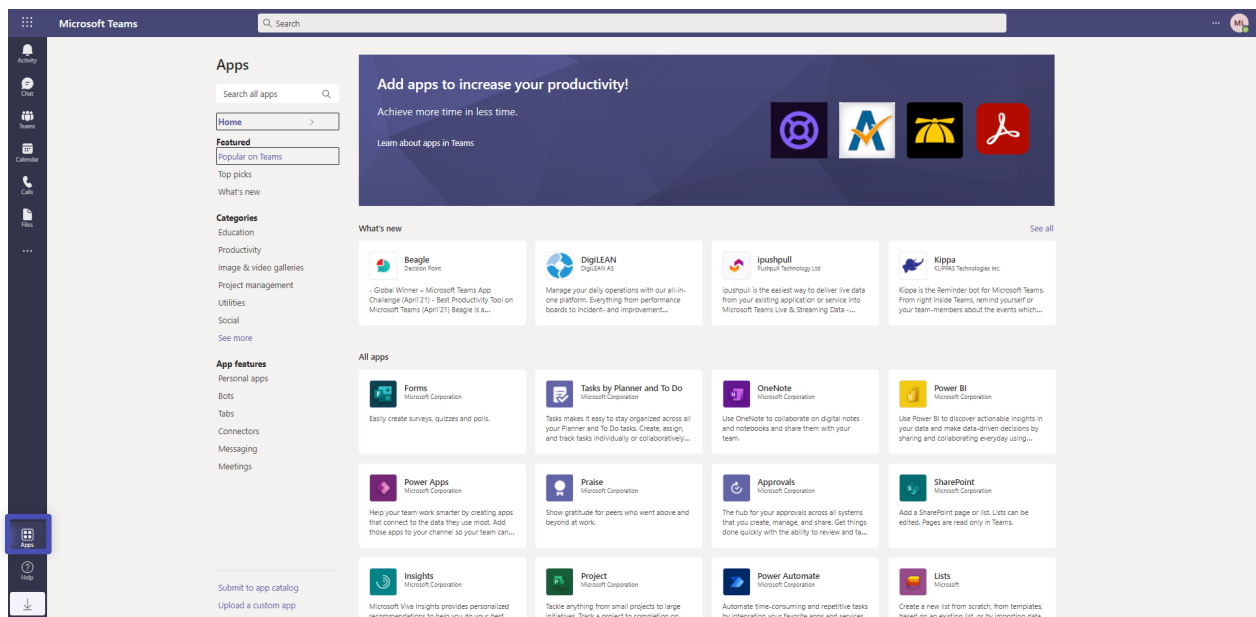
3. Deployment guidance for Teams users

3.1 Prerequisites

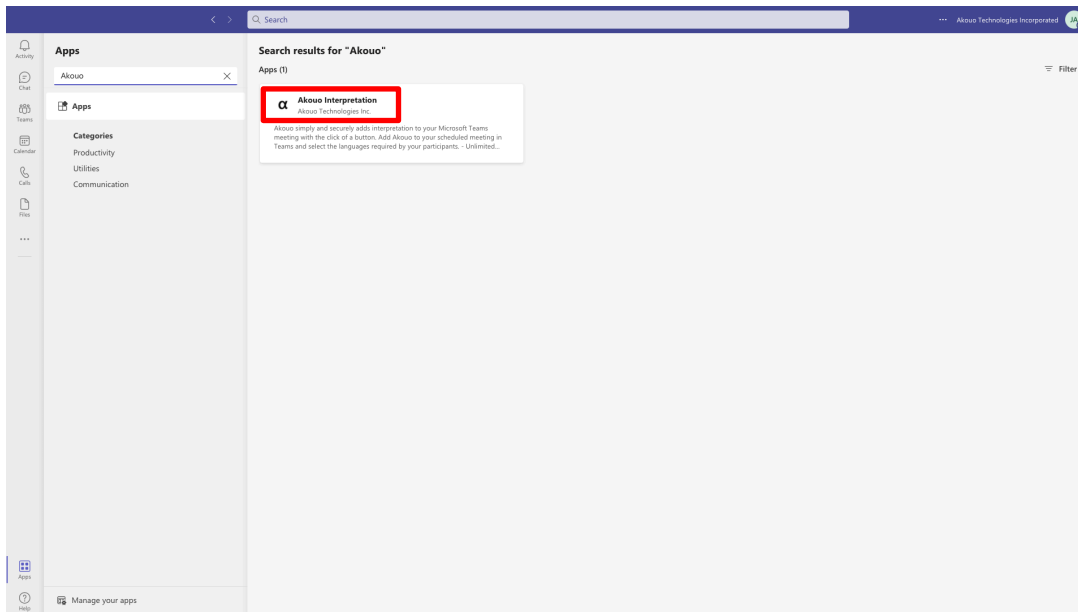
- Active Teams account
- Active Akouo Interpretation account or with Akouo Partner LSP

3.2 Add Akouo Interpretation to Teams

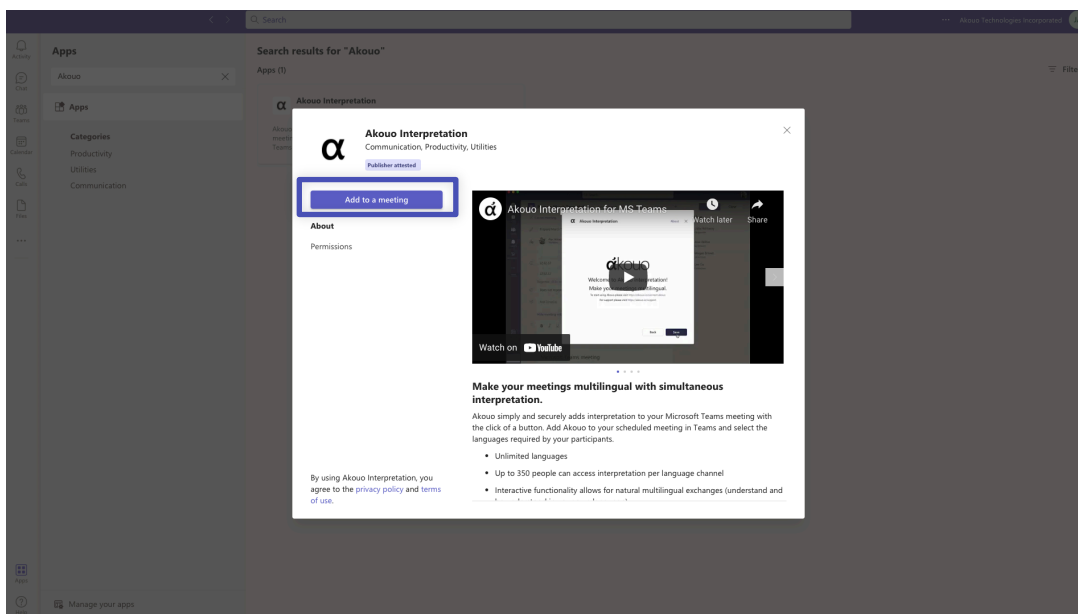
1. Open Teams and sign in.
2. Select the **Apps** icon on the left rail of the Teams window.



3. Search for Akouo Interpretation

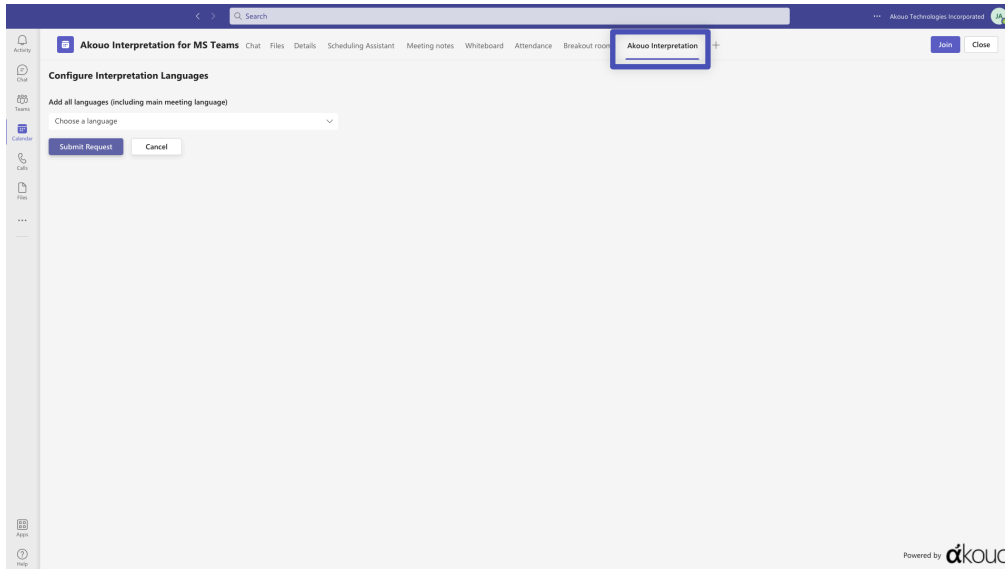


4. Click on the application and press the **Add** button.

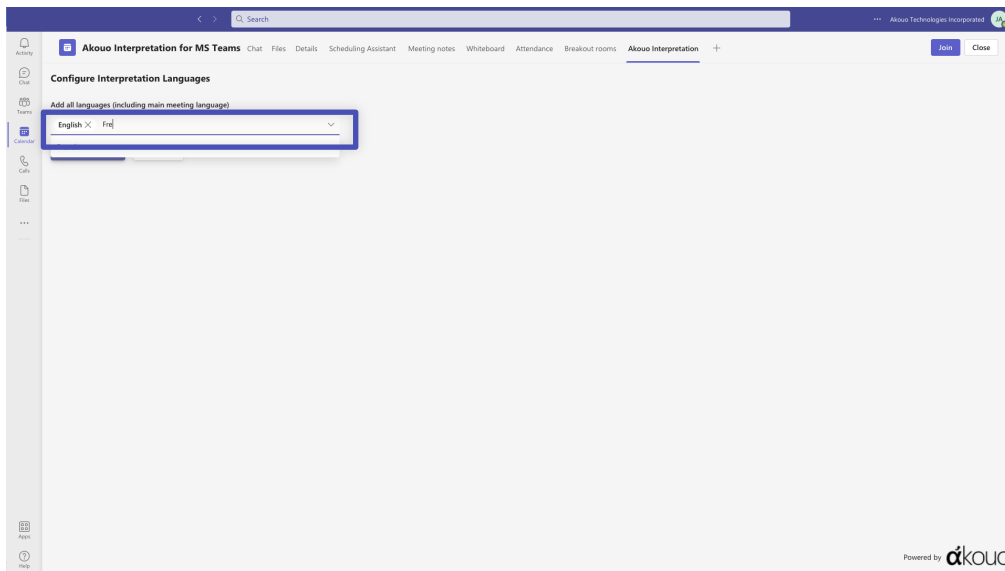


3.3 Sign into Akouo Interpretation

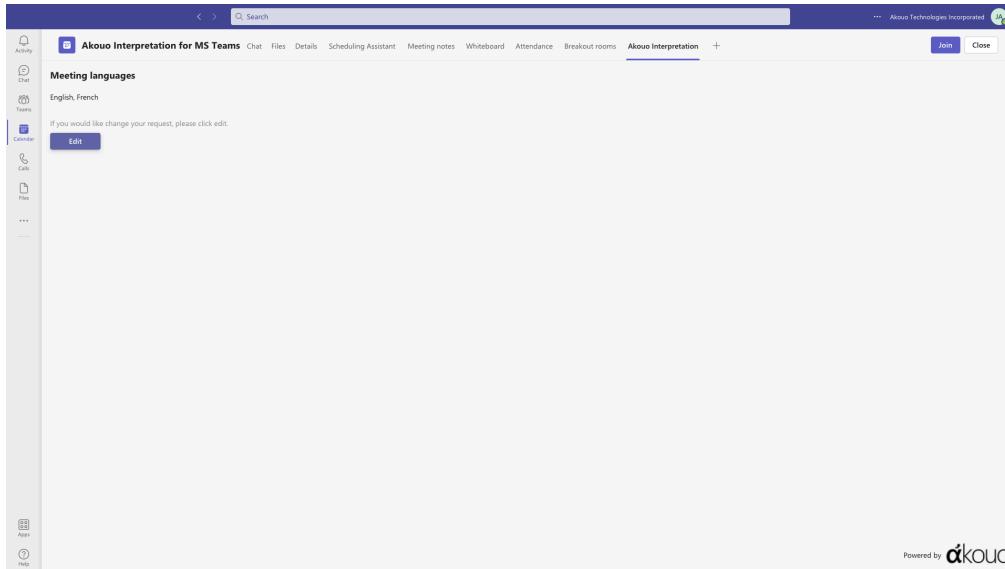
1. Open the Akouo Interpretation Tab in your Teams pre-meeting window



2. Add the languages you require interpretation for (include all languages spoken) and hit Submit.

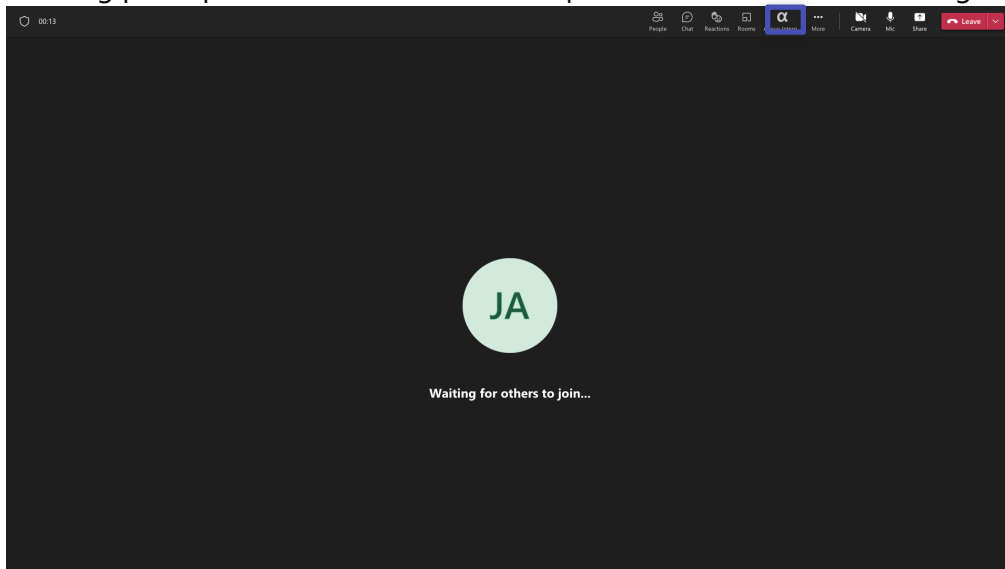


3. Your interpretation request has now been submitted to your interpretation manager or external interpretation provider.

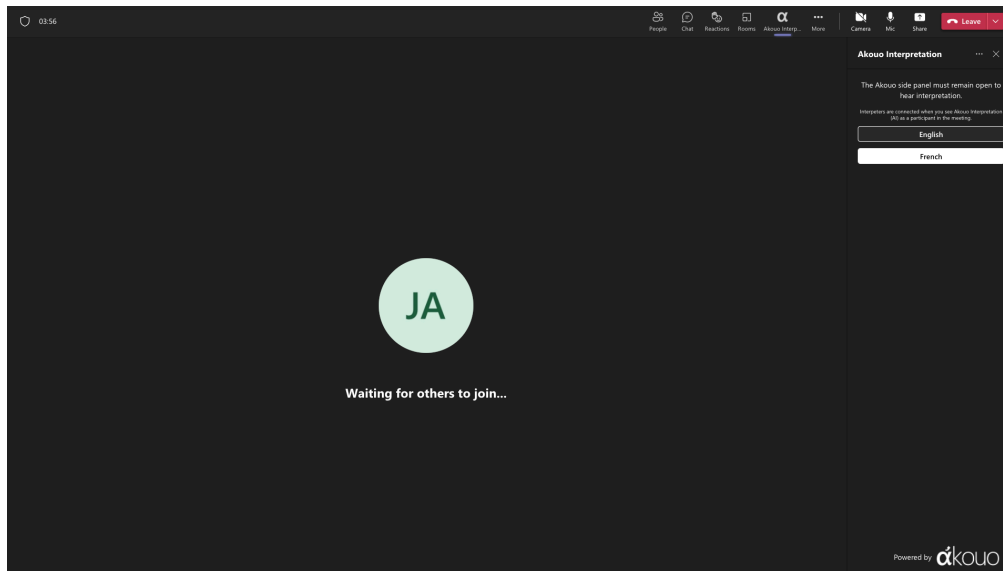


3.4 Start using Akouo Interpretation

1. Meeting participants select the Akouo Interpretation in MS Teams meeting



2. Participant then selects their preferred language



3.5 Additional resources

1. To connect your Teams account to Akouo Interpretation please contact teams@akouo.io