

# Microsoft Dictate



**Dictate** is a tool available in a number of Microsoft 365 products. Including Word, Onenote and Powerpoint. It uses your computer's microphone to convert your **speech to text** which is helpful for those who have trouble with typing.

## How to use for Office Online

### Step 1:

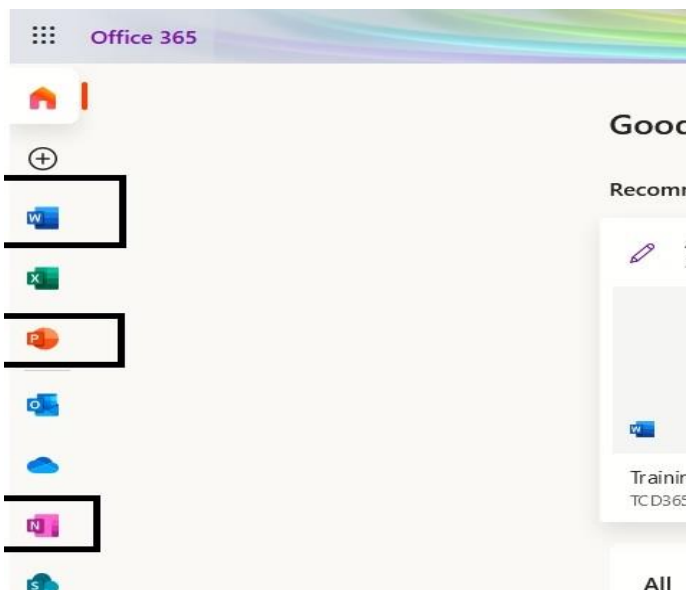
[Browse to office365](#)

If you are not signed in, sign in with your **Colaiste Ide account email**

### Step 2:

Open your desired Office app.

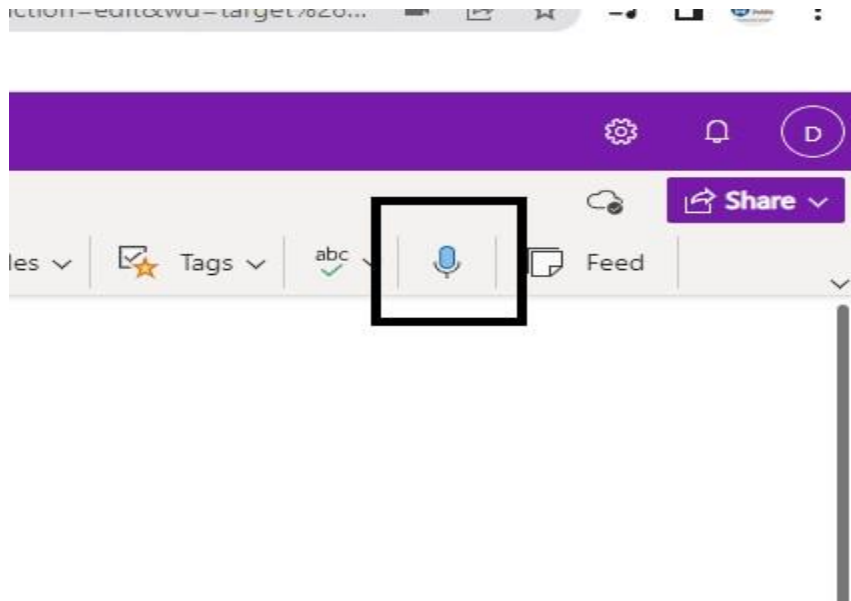
You should see them listed along the left side of the page.



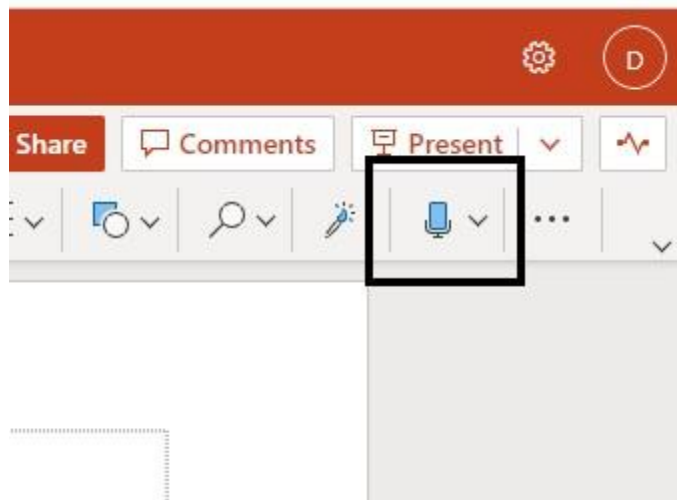
### Step 3:

Once you've opened a new or existing document in your desired app, you should see the **dictate icon** listed along the top bar.

## OneNote



## Powerpoint



## Word

