

# Adding Microsoft Teams commands to Dragon

## Standalone installation

3/16/2021

[Download](#) | [Install](#) | [Use the commands](#) | [Modify commands](#) | [Dictate in Teams](#)

Nuance has built a set of commands that let you control the Microsoft Teams Windows application with the following English editions of Dragon V15.x:

- Dragon Professional Group
- Dragon Legal Group
- Dragon Legal Individual
- Dragon Professional Individual
- Dragon Law Enforcement (US & Canada only)

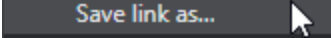
Not supported:

- Microsoft Teams on the web
- German, French, Italian, Spanish, and Dutch editions of Dragon

**Note:** This document describes how to directly install the Microsoft Teams commands to local installations of Dragon.

You can also distribute these commands to your Dragon users through the Nuance Management Center (NMC). Click [here](#) to get more information.

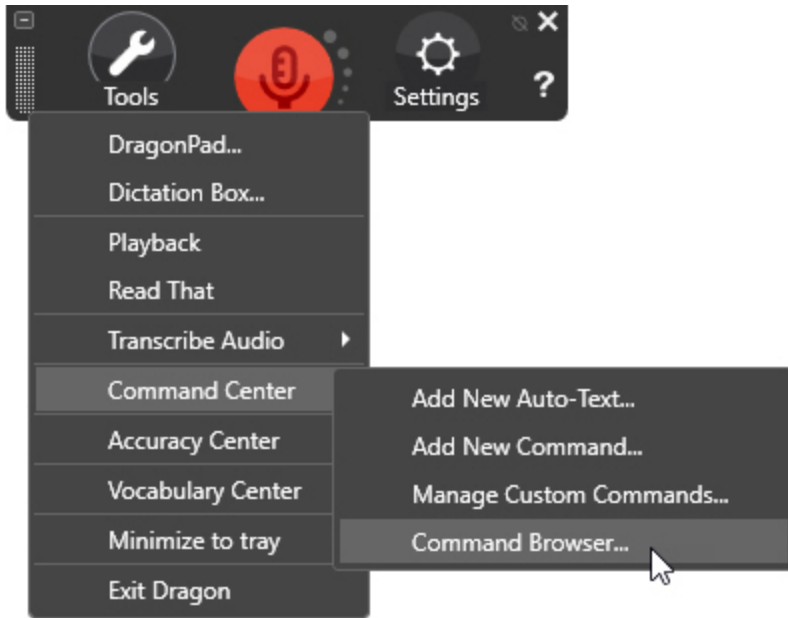
## Step 1: Download the commands for Microsoft Teams

Right click the following link and select  to save the Teams Commands XML file to your machine:

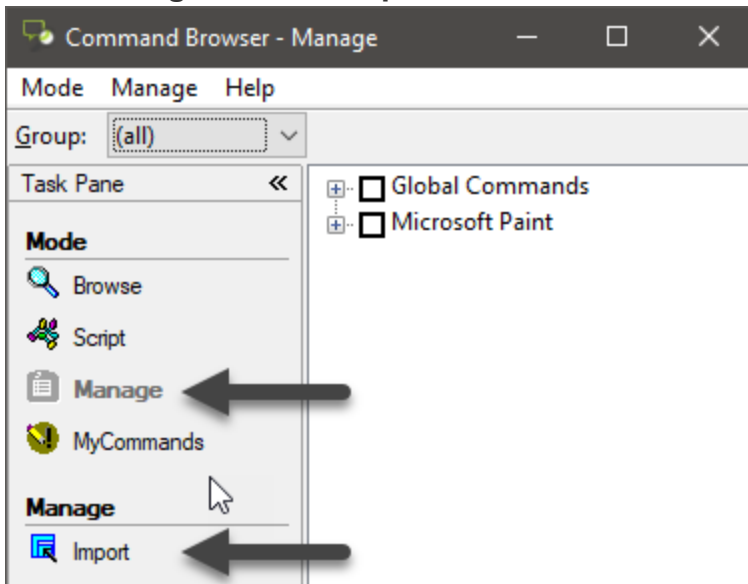
[DragonMSTeamsCommands\\_English.xml](#)

## Step 2: Install the Teams commands

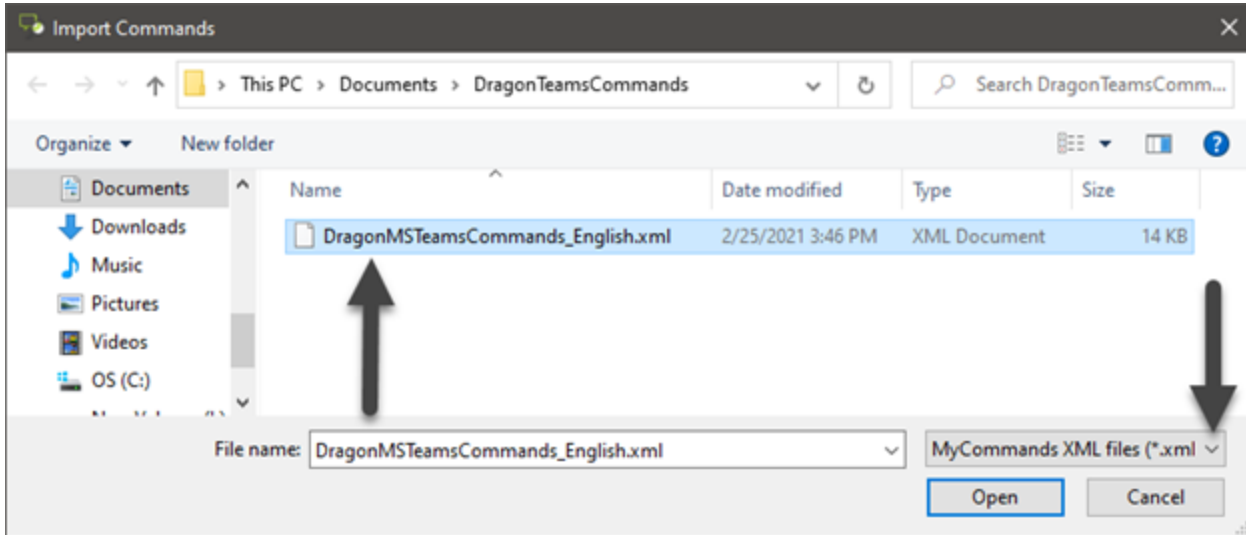
1. Start Dragon.
2. From the DragonBar, select **Tools>Command Center>Command Browser** to open the Command Browser window.



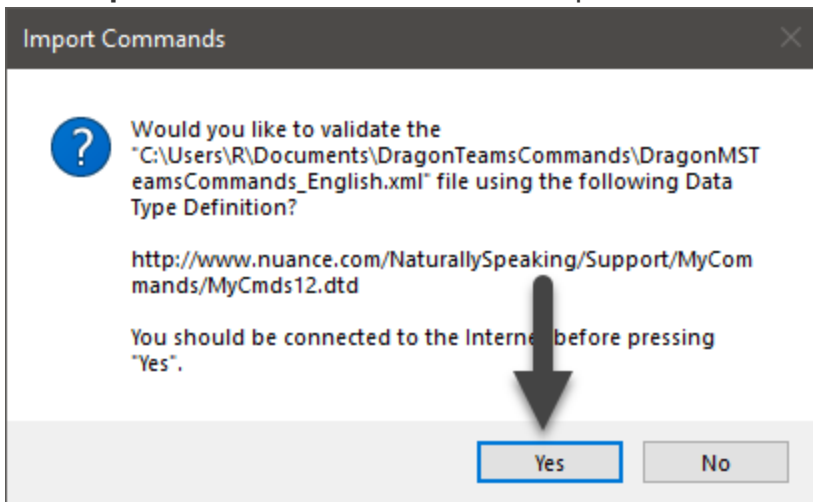
3. Click **Manage** and then **Import** in the Command Browser.



4. In the **Import Commands** window choose **MyCommands XML files** from the Files of type list and then browse to the directory where you downloaded the XML file. For example:

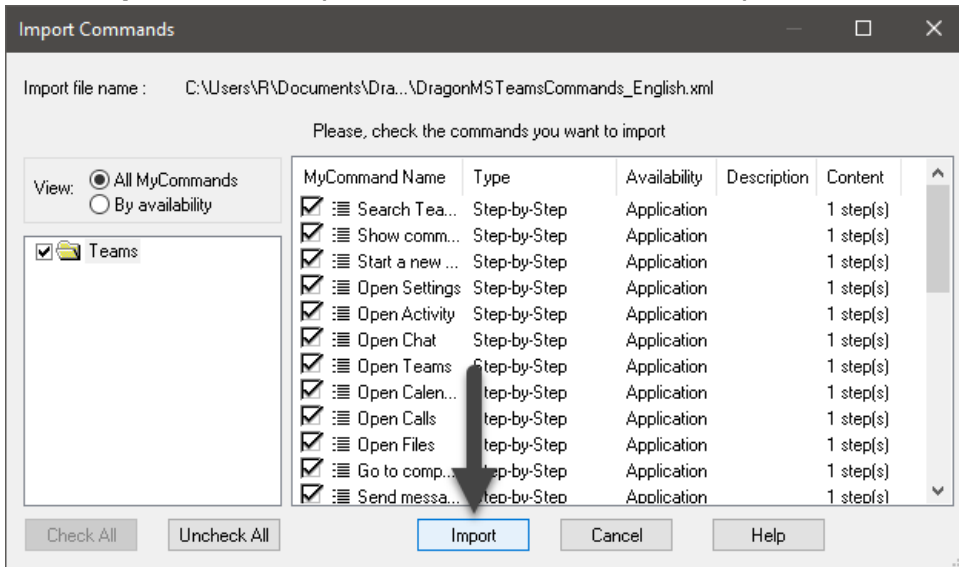


5. Click **Open** and then click **Yes** on the Import Commands validation dialog box. For example:

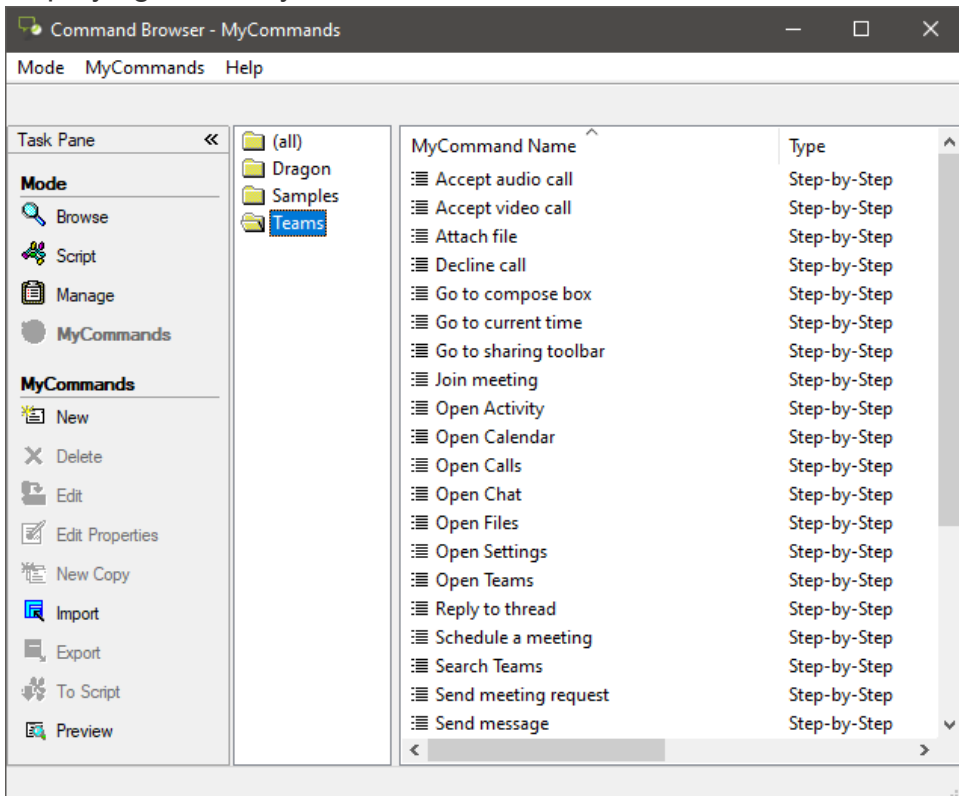


**Note:** The syntax of XML command files is defined by a document type definition (DTD) file that resides on the Nuance web site. When you import the XML command file, click **Yes** to validate the syntax of the XML file against the DTD.

6. Click **Import** on the Import Commands window to import the commands contained in the file.



7. Click OK on the success message. This will return you to the Manage area of the Command Browser, displaying the newly added Microsoft Teams commands:



8. Exit the Command Browser.

You are now ready to use the Microsoft Teams commands with Dragon.

## Using the Teams commands with Dragon

Use these commands for basic operations using Microsoft Teams.

**Note:** These commands are only active while you are working in Microsoft Teams. They are specific to Microsoft Teams and do not work with other applications.

### General:

Say:	To:
Open Settings	Open the Teams Settings dialog
Search Teams	Put the cursor in the Search field
Show commands	Show a list of Teams commands

### Navigation:

Say:	To:
Open Activity	Open the Activity feed
Open Chat	Open the Chat feed
Open Teams	Open the Teams feed
Open Calendar	Open your Calendar
Open Calls	Open Calls to see call history, contacts, etc
Open Files	See all files shared across all of your teams

**Note:** The commands to navigate the Teams app bar depend on the order of the apps in the app bar.

If you're using the default app bar configuration (Activity, Chat, Teams, Calendar, Calls, Files), the commands to open each of these will operate as described above.

Since the commands depend on the default app bar order, changing the order or unpinning an app will change what happens when you say a command. For example, if you've move Chat to the top of the app bar, saying "Open Activity" will open the Chat app.

There are 2 ways to fix this:

- Keep the default app bar configuration (Activity, Chat, Teams, Calendar, Calls, Files)
- Modify the commands to reflect the order in the app bar. For more information, see [Modifying commands](#).

**Messaging:** These commands are only active when the message field is visible

## Adding Microsoft Teams commands to Dragon

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Say:	To:
Go to compose box	Compose a message in the message field
Send message	Send the message you have composed
Reply to thread	Reply to a thread
Attach file	Select a location for the file you want to attach

**Calendar:** These commands are only active while in the Calendar

Say:	To:
View day	View your calendar for the current day
View work week	View your calendar for the current work week (Monday-Friday)
View week	View your calendar for the current week (Saturday-Sunday)
Schedule a meeting	Schedule a meeting when in your calendar
Send meeting request	Send a new meeting request
Go to current time	Returns you to the current time in your calendar
Join meeting	Join a meeting

**Meetings and calls:**

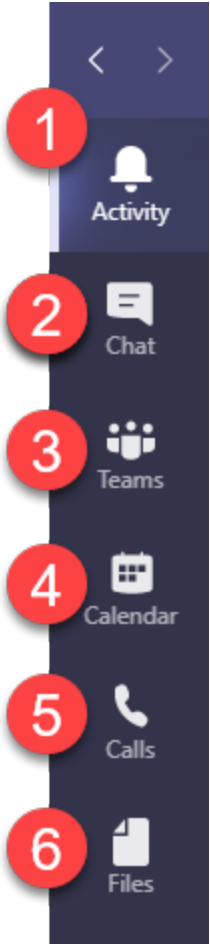
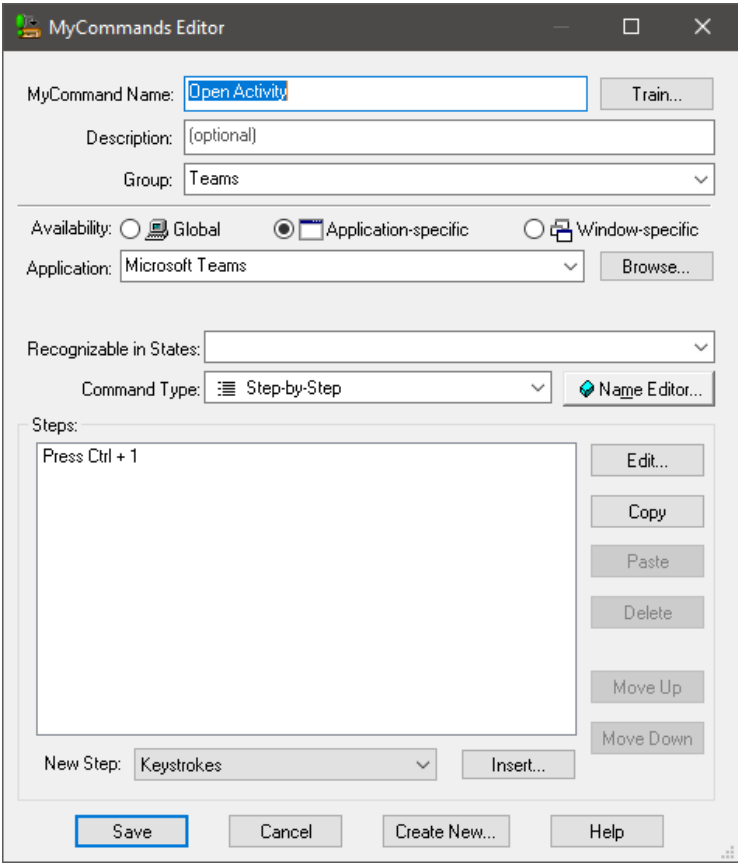
Say:	To:
Start a new chat	Starts a new chat without participants
Accept video call	Accept an incoming video call
Accept audio call	Accept an incoming audio call
Decline call	Decline an incoming audio or video call  <b>Important note:</b> In all versions of Dragon Professional Individual and in versions of Group, Legal, and Law Enforcement prior to V15.5, this command may conflict with the hot keys Dragon uses to open the Dictation Box. For more information, see <a href="#">Changing Dragon's hot keys</a> .
Start audio call	Start audio call when in the Calls app
Start video call	Start video call when in the Calls app

Toggle mute	Turn the Teams microphone on and off when in a call
Toggle video	Turn the Teams camera on and off when in a call
Toggle background blur	Opens the Background settings to apply backgrounds to your video when in a call
Go to sharing toolbar	Open the Share content area to select a Window, Power-Point file, or Whiteboard to share when in a call

## Modifying commands

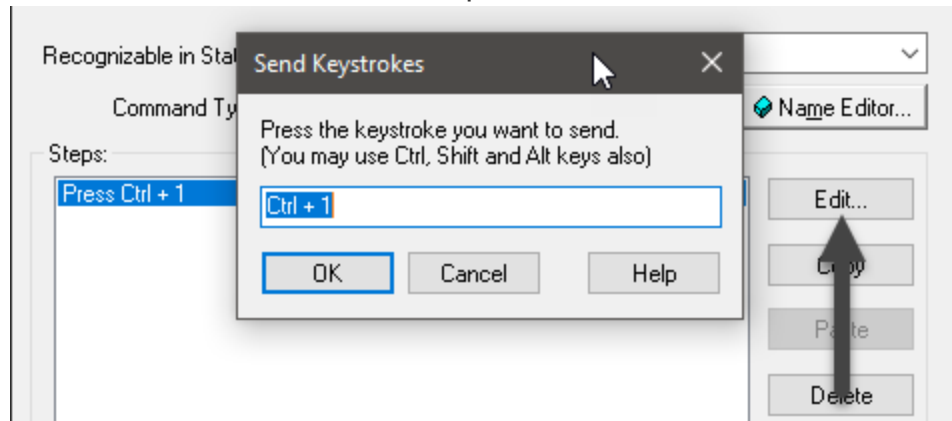
The commands to navigate the Teams app bar depend on the order of the apps in the app bar.

Since the commands depend on the default app bar order, changing the order or unpinning an app will change what happens when you say a command. For example, if you've move Chat to the top of the app bar, saying "Open Activity" will open the Chat app.

Default order:	To modify the Teams commands to reflect a different order:
	<ol style="list-style-type: none"><li>1. From the DragonBar, open the Command Browser (<b>Tools&gt;Command Center&gt;Command Browser</b>).</li><li>2. Click the <b>Manage</b> button and then select <b>Microsoft Teams</b>.</li><li>3. Select the appropriate item in the Teams app bar commands, for example <b>Open Activity</b>.</li><li>4. Click the <b>To Script</b> button and then click the <b>Edit</b> button to open the MyCommands Editor for that command. For example: </li></ol>



5. Click the **Edit Button**. For example:



6. Change the command to reflect the order of the app in the app by pressing the appropriate key sequence.

If you moved the Activity app to the second position, change the command to reflect that. For example, to change the command to Ctrl + 2, press and hold Ctrl then press 2. Click **Ok** and then **Save**.

7. Continue making edits as appropriate to reflect the order in your app bar.

8. When you are done, close the Command Browser.

## Changing Dragon's hot keys

Dragon's hot keys can sometimes conflict with the Microsoft Teams commands. This can happen if:

- Your version of Dragon has assigned a hot key for the Dictation box that conflicts with an existing Teams command. In these versions, saying "Decline call" displays Dragon's Dictation Box instead of declining the call.
- You have re-assigned Dragon's default hot key. When a conflict like this happens, you may see Dragon respond rather than Microsoft Teams. For example, saying a Microsoft Teams command may open Dragon's Correction menu or turn Dragon's microphone off.

If this happens, Nuance recommends that you change Dragon's hot keys. You can change Dragon's hot keys by selecting **Settings>Options>Hot keys** from the DragonBar. For more information, see [Dragon's online help](#).

You can view all keys involved in the Microsoft Teams commands by using the Command Browser as described above.

## Dictating in Teams

Make sure your cursor is in the Microsoft Teams field where you want to dictate and Dragon's microphone is on.

By default, Dragon uses the Dictation Box to dictate, edit and transfer text in Microsoft Teams. The Dictation Box gives you access to all of Dragon's dictation and editing capabilities.

If the Dictation Box does not open when you dictate, try saying "Open Dictation Box".

For more information on using Dragon's Dictation Box, search Dragon's help for "Dictation Box".