

GLOBAL ACCESSIBILITY AWARENESS DAY THINK ACCESSIBLE, DESIGN ACCESSIBLE!



ACCESSIBLE OUTLOOK QUICK GUIDE

Simple Tips

- Use at least 12 pt. font size
- Do not use color alone to convey information
- Provide sufficient color contrast
- Simplify the language and ensure it is appropriate to the audience
- Use no more than three different fonts
- Avoid using ALL CAPS unless the word is an acronym
- Use Outlook Accessibility Checker under the message “Review” ribbon (a feature in Outlook for Office 365, Outlook 2016 and 2019)

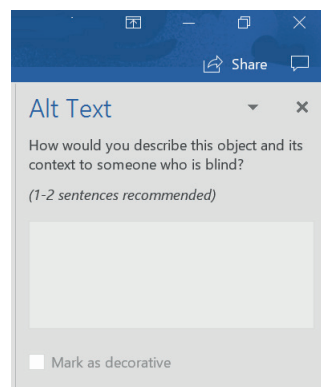
Images

When you add an image in an email, provide “alternative text” to the image to convey content. Also, avoid using images of text.

To add “alternative text” to an image:

1. Right-click on the image and choose Format Picture.
2. Click on the **Layout and Properties** icon and then on **Alt Text**.
3. Enter useful alternative text in the **Description** field (not the Title field).

- Do not add alternative text to images that are purely decorative or are repetitive of text near the image.
- When appropriate, merge or group composite images.

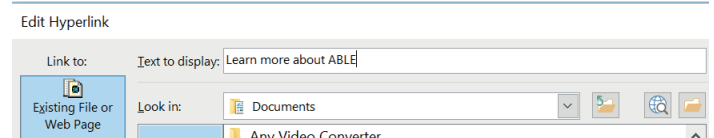


Headings

For emails that use headings, use the **Headings** under **Format Text>Styles** to create a consistent heading structure that moves from “Heading 1” for the highest heading to “Heading 3” for the smaller headings. Adjust the headings by right clicking and selecting **Modify** from the menu.

Links

- Provide complete URLs.
- Provide useful information about the hyperlink by editing the text to display: select the hyperlink, right click and select **Edit Hyperlink**, then edit **Text to Display**



Lists and Columns

Use the **Bulleted** and **Numbered** lists under **Message>Basic Text** or **Format Text>Paragraph** to organize data.

Data Tables

Use tables to present tabular data but keep them simple with clear headers. Mark the table headers for screen readers by going to **Table Tools** and selecting **Header Row** to indicate **Column Headers** and **First Column** or **Last Column** to indicate **Row Headers**.

