

Accessibility Review Checklist (Before Sending Outlook Emails)

Before sending an email, especially to groups or students, use this checklist to ensure your message is accessible to all recipients. This improves clarity, supports screen reader users, and ensures compliance with accessibility standards.

- ☐ Use clear, descriptive subject lines that reflect the content of the message.
- ☐ Break up long paragraphs and use headings or bold text to identify sections (sparingly).
- ☐ Use plain language and avoid jargon or acronyms without explanation.
- ☐ Use high color contrast between text and background. Avoid colored fonts alone to convey meaning.
- ☐ Use a readable font (e.g., Calibri, Arial) at 11 pt or larger.
- ☐ Avoid inserting images of text. Use real text wherever possible.
- ☐ Provide alt text for any inserted images or mark them as decorative.
- ☐ Use descriptive link text (e.g., 'Register for the workshop' instead of 'Click here').
- ☐ Attach only accessible documents (e.g., Word with styles, tagged PDFs, Excel with alt text).
- ☐ Describe attachments clearly in the email (e.g., 'Download the accessible agenda in PDF format').
- ☐ Use the Accessibility Checker in Outlook before sending (Review → Check Accessibility).
- ☐ Avoid sending complex content as an image—use accessible formats instead.
- ☐ If using tables, keep them simple and avoid merged cells.
- ☐ Test the email by viewing it on both desktop and mobile if possible.