

RESOURCE PAGE FOR MICROSOFT OUTLOOK

MICROSOFT WEBSITES

Accessibility support for Outlook

<https://support.office.com/en-us/article/accessibility-support-for-outlook-a8267cc4-aba3-4045-81d7-df11b016f2fe>

- Windows, MacOS, iOS, Android, and Web
 - Get started using accessibility features in Outlook
 - Work with Outlook email
 - Work with text, lists, and layout in emails
 - Add links, tables, images, and signatures to emails
 - Work with received emails
 - Work with Outlook calendar

Make your Outlook email accessible to people with disabilities

<https://support.microsoft.com/en-us/office/make-your-outlook-email-accessible-to-people-with-disabilities-71ce71f4-7b15-4b7a-a2e3-cf91721bbacb>

- Windows, Mac OS, iOS, Android, Web: Best practices for making Outlook emails accessible
 - **Add alt text** to visuals in Microsoft 365
 - **Add alt text** to visuals in Office 2019
 - **Add alt text** to visuals in Office 2016
 - Make hyperlinks, text, and tables accessible
 - Add hyperlink text and ScreenTips
 - Use accessible font format
 - Use accessible font color
 - Use bulleted list styles
 - Use ordered lists
 - Adjust space between sentences and paragraphs
 - Use table headers
 - Request an accessible email

Improve accessibility with the Accessibility Checker, Windows, MacOS, Online

<https://support.office.com/en-us/article/improve-accessibility-with-the-accessibility-checker-a16f6de0-2f39-4a2b-8bd8-5ad801426c7f>

- Use the Accessibility Checker
- Fix recommendations with ease
- Check accessibility while you work
- Don't see Accessibility Checker?

Accessibility video training for Outlook

https://support.office.com/en-us/article/video-improve-email-accessibility-ebf3730a-18f8-4b57-81d1-730086231775?wt.mc_id=otc_accessibility_video_training&ui=en-us&rs=en-us&ad=us

- Improve email accessibility
- Improve image accessibility in email
- Add accessible tables and lists to email

OTHER WEBSITES

Iowa State University: How to make your email signature accessible in Outlook - Windows

- <https://www.digitalaccess.iastate.edu/how-make-your-email-signature-accessible-outlook-windows>

Iowa State University: How to make your email signature accessible in Outlook - Mac

- <https://www.digitalaccess.iastate.edu/how-make-your-email-signature-accessible-outlook-mac-version-16166>