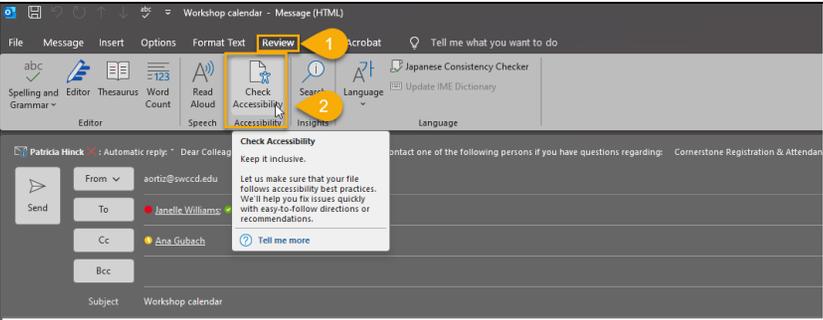


## Checking Accessibility in E-mails

As we rely on e-mail as one of our primary forms of communication, I wanted to highlight how crucial it is that the content we send is readable by all people.

When drafting e-mails to send out to colleagues, students, or the general community, checking the accessibility is achieved through Outlook's "Check Accessibility" feature.

Steps to check for accessibility in Outlook (all versions):

Step	Reference Image																		
<p>1. Locate the “Check Accessibility” button on Outlook.</p>	 <p>The screenshot shows the Outlook desktop interface. The 'Review' tab is selected in the ribbon, and the 'Check Accessibility' button is highlighted with a yellow box. A yellow circle with the number '1' is next to the 'Review' tab, and another yellow circle with the number '2' is next to the 'Check Accessibility' button. Below the ribbon, the email content is visible, including a table of training sessions and contact information for Andre Ortiz.</p> <p>Training Services Office of Equity and Engagement   Southwestern College</p> <table border="1"> <tbody> <tr> <td>Camtasia Part 1</td> <td>64-242B</td> <td>Wednesday   March 5, 2025   2:00pm-4:00pm</td> </tr> <tr> <td>Camtasia Part 2</td> <td>64-242B</td> <td>Friday   March 7, 2025   1:00pm-3:00pm</td> </tr> <tr> <td>Snagit</td> <td>64-242B</td> <td>Monday   March 10, 2025   11:00am-1:00pm</td> </tr> <tr> <td>Record and Edit your Videos</td> <td>64-242B</td> <td>Wednesday   March 12, 2025   10:00am-12:00pm</td> </tr> <tr> <td>Outlook Promising Practices</td> <td>64-242B</td> <td>Friday   March 14, 2025   3:00pm-5:00pm</td> </tr> <tr> <td>Microsoft 365 (formerly Office 365)</td> <td>64-242B</td> <td>Monday   March 21, 2025   10:00am-12:00pm</td> </tr> </tbody> </table> <p>Link</p> <p>In humble service, Andre Ortiz Training Services Coordinator Southwestern College 900 Oroy Lakes Rd Chula Vista, CA 91910 <a href="mailto:aortiz@swccd.edu">aortiz@swccd.edu</a> 619-482-6430</p> <p><i>Figure 1 Outlook Desktop.</i></p>	Camtasia Part 1	64-242B	Wednesday   March 5, 2025   2:00pm-4:00pm	Camtasia Part 2	64-242B	Friday   March 7, 2025   1:00pm-3:00pm	Snagit	64-242B	Monday   March 10, 2025   11:00am-1:00pm	Record and Edit your Videos	64-242B	Wednesday   March 12, 2025   10:00am-12:00pm	Outlook Promising Practices	64-242B	Friday   March 14, 2025   3:00pm-5:00pm	Microsoft 365 (formerly Office 365)	64-242B	Monday   March 21, 2025   10:00am-12:00pm
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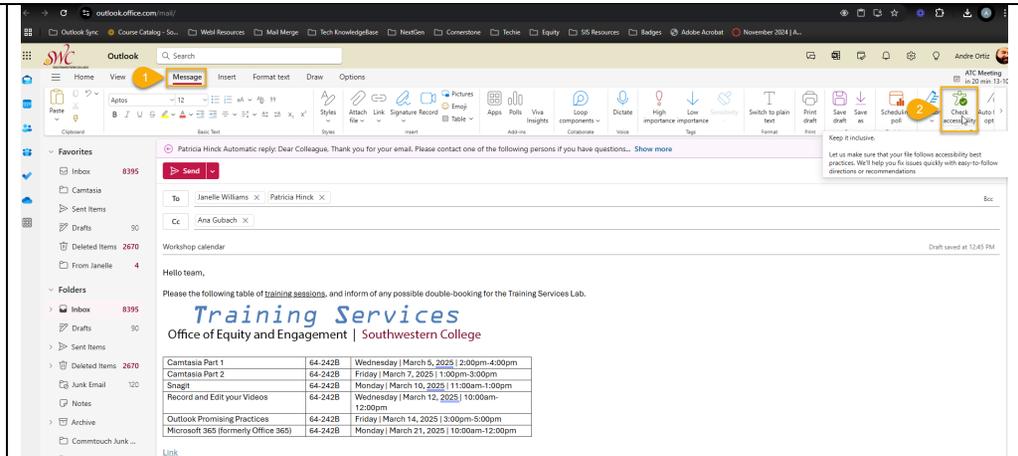


Figure 2 Outlook for the Web.

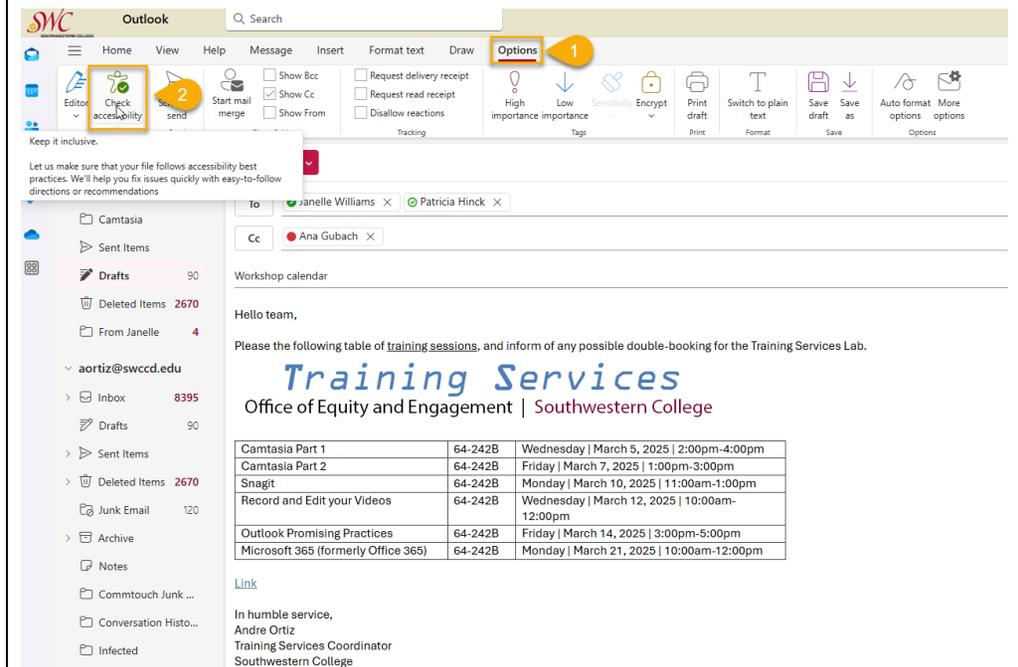
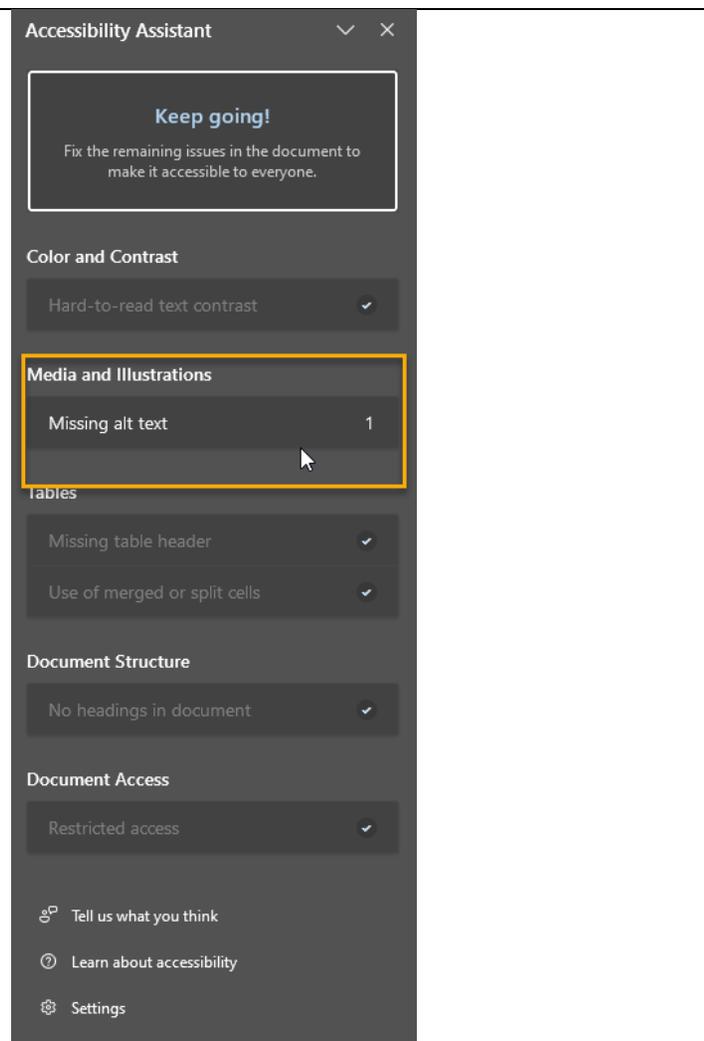
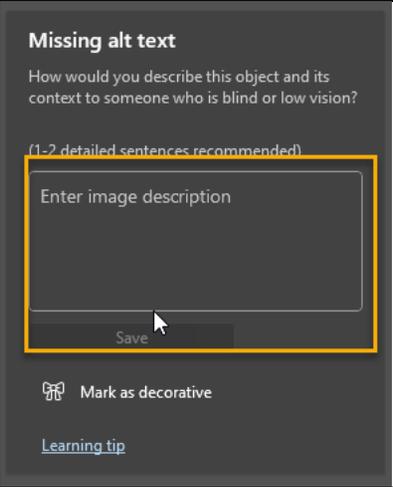
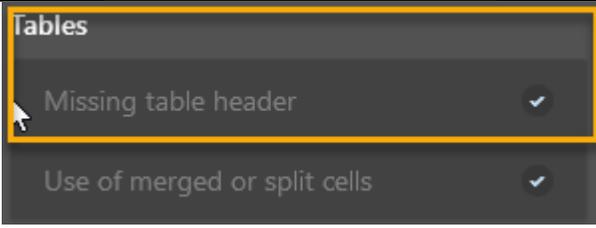
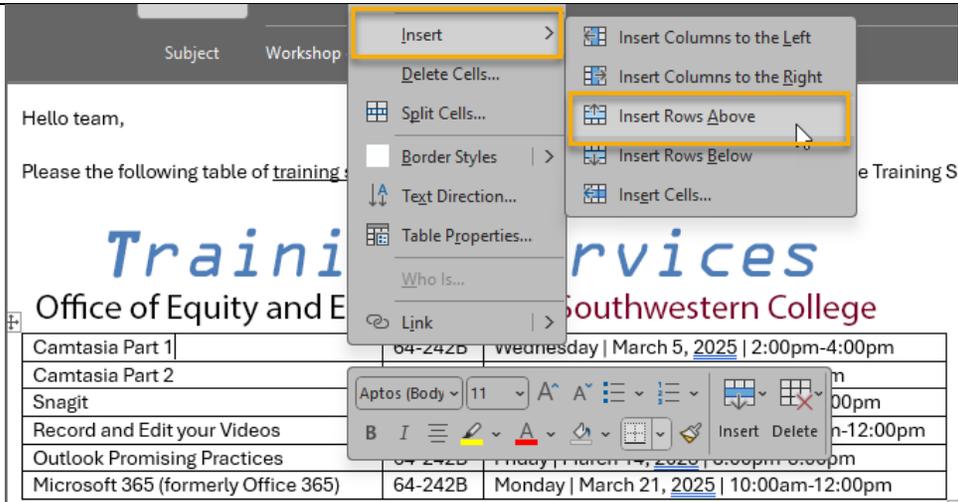


Figure 3 Outlook (new version).

2. For the continuation of this guide, we will use the Outlook desktop version application. Once the button is clicked, the following Accessibility Assistant pane will open on the right-side of the screen, and it will highlight any issues found.



<p>3. For any “Missing alt text” issues provide a description of what the image is. Try to be accurate but concise.</p>	 <p>The screenshot shows a dark grey dialog box titled "Missing alt text". Below the title is the question "How would you describe this object and its context to someone who is blind or low vision?". A note in yellow text says "(1-2 detailed sentences recommended)". There is a text input field with the placeholder "Enter image description". Below the input field is a "Save" button. At the bottom of the dialog, there is a "Mark as decorative" option with a small icon and a "Learning tip" link.</p>
<p>4. For tables, it is essential that tables contain column headers (and row headers when applicable) which must be the first row (or the first column). These can be missed by the “Check Accessibility” feature, so it may be a manual process.</p>	 <p>The screenshot shows a dark grey panel titled "Tables". It lists two items: "Missing table header" with a checkmark icon to its right, and "Use of merged or split cells" with a checkmark icon to its right. A mouse cursor is pointing at the "Missing table header" item.</p> <p><i>Figure 4 Accessibility checker passes table header row.</i></p>

	 <p data-bbox="1150 699 1640 724">Figure 5 Manually inserting top row for headers.</p> <table border="1" data-bbox="919 760 1877 963"> <thead> <tr> <th>Topic</th> <th>Room</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td>Camtasia Part 1</td> <td>64-242B</td> <td>Wednesday   March 5, 2025   2:00pm-4:00pm</td> </tr> <tr> <td>Camtasia Part 2</td> <td>64-242B</td> <td>Friday   March 7, 2025   1:00pm-3:00pm</td> </tr> <tr> <td>Snagit</td> <td>64-242B</td> <td>Monday   March 10, 2025   11:00am-1:00pm</td> </tr> <tr> <td>Record and Edit your Videos</td> <td>64-242B</td> <td>Wednesday   March 12, 2025   10:00am-12:00pm</td> </tr> <tr> <td>Outlook Promising Practices</td> <td>64-242B</td> <td>Friday   March 14, 2025   3:00pm-5:00pm</td> </tr> <tr> <td>Microsoft 365 (formerly Office 365)</td> <td>64-242B</td> <td>Monday   March 21, 2025   10:00am-12:00pm</td> </tr> </tbody> </table> <p data-bbox="1142 976 1652 1000">Figure 6 New table that includes column headers.</p>	Topic	Room	Date	Camtasia Part 1	64-242B	Wednesday   March 5, 2025   2:00pm-4:00pm	Camtasia Part 2	64-242B	Friday   March 7, 2025   1:00pm-3:00pm	Snagit	64-242B	Monday   March 10, 2025   11:00am-1:00pm	Record and Edit your Videos	64-242B	Wednesday   March 12, 2025   10:00am-12:00pm	Outlook Promising Practices	64-242B	Friday   March 14, 2025   3:00pm-5:00pm	Microsoft 365 (formerly Office 365)	64-242B	Monday   March 21, 2025   10:00am-12:00pm
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<p data-bbox="247 1073 850 1333">5. When creating links on e-mails, avoid copying and pasting links directly from Google, YouTube, and comparable sites. Instead use action words/phrases that indicate what the result will be. Some examples are: “Read...,” “Download...,” “Visit...,” “View...,” and similar.</p>	 <p data-bbox="1058 1179 1736 1203">Figure 7 Current link that does not provide a description, or action.</p>																					

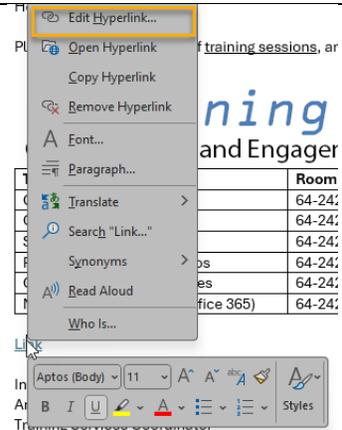


Figure 8 Right-clicking link to edit.

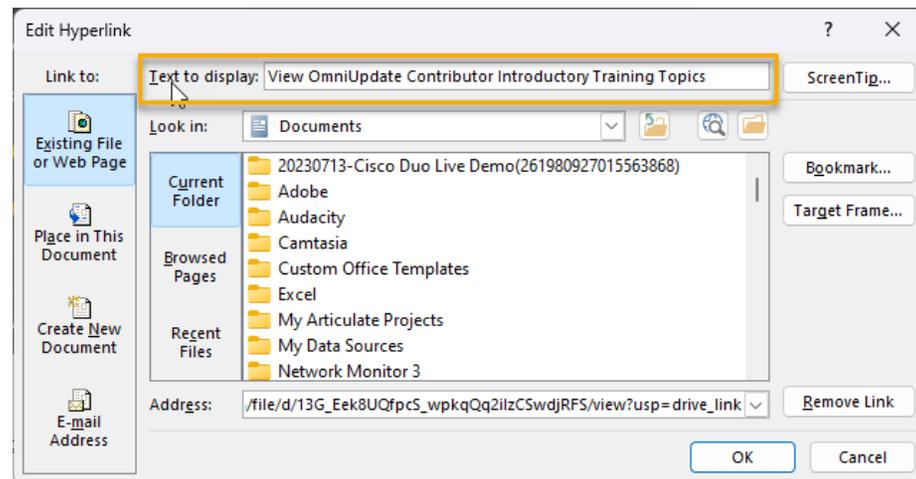


Figure 9 Modifying the "Text to display" value.

[View OmniUpdate Contributor Introductory Training Topics](#)

Figure 10 New modified descriptive link.