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
1. Locate the "Check Accessibility" button on Outlook.	Recrete construction of provide devide a devide a devide a devide a devide of provide devide a devide of provide devide a devide of provide devide devide of provide devide devide devide of provide dev
	Figure 1 Outlook Desktop.

Accessibility Guides

Training Services

		and a state										~ *	G	.	
	C Soutlook.office.com	em/mail/ alog - So 🗀 Webl Resources	🗅 Mail Merge 🗀 Tech K	inowledgeBase 🗀 NextGer	n 🗈 Cornerstone		∃Equity [_]S	SIS Resources] Badges 🕝 Adob	e Acrobat 🔘 Novemb	ber 2024 A	* *	G A .	0 4	
	WC Outlook	Q, Search									6	9 0	0 \$	Q Andr	e Ortiz 🧯
	Home View	Message Insert	Format text Draw	Options											TC Meeting 20 min 13-1
🚥 🛄	Aptos ste B I U G	 12 12 12 12 13 14 14 15 14 15 15 	~ A5 99 Å ~ ∆; ;∆ x, x ¹ Styles	Attach Link Signature R	Cord Deble v	Apps Polls V	fiva Loo	Dictate	High Lor	sensitivity Switch	1 to plain Print	Save Save	Schedulin 2	Check	Autor
*	Clipboard	Basic Text	Styles	Inter Contract	w race of	lnsi Add-irs	ognes compone Colaio	borate Voice	importance import Tage	ance b Fo	ext draft ormat Print	Keep it inclusiv	pol	access	ty opt
8 × 1	Favorites	Patricia Hinck Automati Send	itic reply: Dear Colleague, Th	ank you for your email. Ple	ease contact one of t	the following p	ersons if you ha	have questions	Show more			Let us make su practices. We'll directions	e that your file folk help you fix issues	ows accessibility quickly with easy	best //to-follow
*	Camtasia		o Basic (Post of)									airections or re	womendations		
- (77)	➢ Sent Items	To Janelle Williams	A Patricia Hindk X												Bee
65	Drafts 90	Workshop calandar												Draft raused -*	12:45 PM
	P From Janelle 4	Hello team												vien sevel 80	10-07 610
~ 1	Folders	Please the following table	le of <u>training sessions</u> , an	d inform of any possible	a double-booking fo	or the Training	Services Lab	b.							
>	Inbox 8395	Trai	ining :	Servic	ces i										
>	Drafts 90 Sent Items	Office of Equity	/ and Engagemen	nt Southweste	ern College										
>	Deleted Items 2670	Camtasia Part 1 Camtasia Part 2	64-242B 64-242P	8 Wednesday March 8 Friday March 7 20	h 5, 2025 2:00pm-	1-4:00pm									
	Co Junk Email 120	Snagit Record and Edit your Vic	64-2428 ideos 64-2428	Monday March 10, Wednesday March 10,	0, 2025 11:00am-1 h 12, 2025 10:00a	1:00pm am-									
> 1	Archive	Outlook Promising Pract	ctices 64-242B	12:00pm 3 Friday March 14, 2	2025 3:00pm-5:00	0pm									
	Commtouch Junk	Microsoft 365 (formerly	y Office 365) 64-242B	Monday March 21	, 2025 10:00am-1	12:00pm									
	Data in the	Allia		Figure	e 2 Out	tlook	for th	he We	eb.						
				0.11											
SW	C Outloo	ook Q s	Search												
	⊟ Home \	View Help 1	Message Inser	rt Format text	t Draw	Options									
	12 52		Show Bcc	Request deliv	very receipt	0	J	8	ĉ l	ъ T	n la	ล ↓	A	1	
	Editor Check	Start mail	Show Cc	Request read	d receipt	ŏ High	Low		Encrypt Pr	_ب int Switch to	plain Sa	U ave Save	Auto form	at More	
	~ accesbility	send merge	Show From	Disallow read	g g	importance	e importano Tagi	ce 🗸	✓ di Pi	aft text int Forma	t dr	aft as Save	options Opti	options	
Keep it	t inclusive.	A. 10. 10. 10. 10. 10. 10.													
Let us r practice	make sure that your file f es. We'll help you fix issu	e ronows accessibility bes isues quickly with easy-to	o-follow												
urectio	Poins or recommendations	10	To vanelle V	Williams × OF	Patricia Hinck	×									
•	🗂 Camtasia	6	Cc Ana Gub	pach ×											
<u>99</u>	➢ Sent Items														
00	Drafts	90 Wor	orkshop calendar												
	🛈 Deleted Item	ems 2670 Hel	ello team,												
	🗋 From Janelle	lle 4	ase the following	table of training	g sessione o	and inform	n of any n	nossible d	ouble-book	ing for the Tro	ining Son	vices Lab			
	 aortiz@swccd 	d.edu			<u>a accarona</u> , a	.	or any p	possible d		ing for the fla					
		8395	Ira	a1 N 1	ng	3 6	rv	'1C	es						
	======================================	° ° ° ° ° ° ° ° ° ° ° ° ° ° ° ° ° ° °	Office of Eq	uity and Er	ngagem	ent	South	nwester	n Colle	ge					
	Drafts	90	amtasia Dart 1		64.242	2B \\//	edneeder	v Maroh 5	2025 1 2:0	00m-4:000m	_				
	> 🆻 Sent Items	Ca	amtasia Part 2		64-242	2B Fri	iday Mar	rch 7, 202	5 1:00pm-	3:00pm					
	> 🔟 Deleted Item	ems 2670 Sr	nagit	ur Videos	64-242	2B Mo	onday Ma	farch 10, 2	025 11:00	am-1:00pm	_				
	🔁 Junk Email	120	Soord and Edit yo		04-242	12	:00pm	y march i	2, 2023 10						
	> 🖻 Archive	OL	outlook Promising	Practices	64-242	2B Fri	iday Mar	rch 14, 20:	25 3:00pm	-5:00pm	_				
	Notes	M	10103011 000 (1011	monty Office 365	04-242		anday Mi	10101121,2	.020110.00	ami12.00pm					
	Commtouch	ch Junk	<u>ık</u>												
	Conversation	ion Histo	humble service,												
	PD Infected	And Trai	are Ortiz aining Services Co	oordinator											
		Sou	uthwestern Colle	e											
				Figure	3 Outl	ook (new	versi	on).						

 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. 	Accessibility Assistant \checkmark X Keep going! Fix the remaining issues in the document to make it accessible to everyone.	
	Hard-to-read text contrast	
	Media and Illustrations	
	Missing alt text 1	
	Missing table header 🔹	
	Use of merged or split cells	
	No headings in document	
	Document Access	
	Kestricted access	
	Tell us what you think ① Learn about accessibility	
	Settings	

 For any "Missing alt text" issues provide a description of what the image is. Try to be accurate but concise. 	Missing alt text How would you describe this object and its context to someone who is blind or low vision? (1-2 detailed sentences recommended) Enter image description Save Save Mark as decorative Learning tip
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.	Tables Missing table header Use of merged or split cells Figure 4 Accessibility checker passes table header row.

	Subject Workshop Hello team,	<u>I</u> nsert <u>D</u> elete Cell ∰ Split Cells.	Insert Columns to the Left Is Insert Columns to the Right Insert Rows Above
	Please the following table of <u>training</u> :	<u>B</u> order Sty ↓↓ Te <u>x</u> t Direct	les > ☐ Insert Rows <u>B</u> elow e Training S tion
	Traini	Table Prop	rvices
	F Office of Equity and E	ල L <u>i</u> nk	> outnwestern College
	Camtasia Part 1	04-242D	vveonesday March 5, <u>2025</u> 2:00pm-4:00pm
	Snagit	Aptos (Body ~) 1	1 → A^ A I = ~ = ~ =
	Record and Edit your Videos	B I ≡ 4	· <u>A</u> · <u>A</u> · <u>→</u> · → · → · → Insert Delete n-12:00pm
	Outlook Promising Practices	04 2420	τησαγ <u>τιατού τα, <u>εσεσ</u>τοιοσρία σισσρ</u>
	Microsoft 365 (formerly Office 365)	64-242B	Monday March 21, <u>2025</u> 10:00am-12:00pm
	Figure 5 Ma	nually inser	ting top row for headers.
		_	
	Торіс	Room	Date
	Topic Camtasia Part 1	Room 64-242B	Date Wednesday March 5, <u>2025</u> 2:00pm-4:00pm
	Topic Camtasia Part 1 Camtasia Part 2	Room 64-242B 64-242B	Date Wednesday March 5, 2025 2:00pm-4:00pm Friday March 7, 2025 1:00pm-3:00pm
	Topic Camtasia Part 1 Camtasia Part 2 Snagit	Room 64-242B 64-242B 64-242B 64-242B 64-242B	Date Wednesday March 5, 2025 2:00pm-4:00pm Friday March 7, 2025 1:00pm-3:00pm Monday March 10, 2025 11:00am-1:00pm Wodnesday March 10, 2025 11:00am-1:00pm
	Camtasia Part 1 Camtasia Part 2 Snagit Record and Edit your Videos	Room 64-242B 64-242B 64-242B 64-242B 64-242B 64-242B 64-242B	Date Wednesday March 5, 2025 2:00pm-4:00pm Friday March 7, 2025 1:00pm-3:00pm Monday March 10, 2025 1:00am-1:00pm Wednesday March 12, 2025 10:00am-12:00pm Eriday March 14, 2025 3:00pm 5:00pm
	Topic Camtasia Part 1 Camtasia Part 2 Snagit Record and Edit your Videos Outlook Promising Practices Microsoft 365 (formerly Office 365)	Room 64-242B	Date Wednesday March 5, 2025 2:00pm-4:00pm Friday March 7, 2025 1:00pm-3:00pm Monday March 10, 2025 11:00am-1:00pm Wednesday March 12, 2025 10:00am-12:00pm Friday March 14, 2025 3:00pm-5:00pm Monday March 21, 2025 10:00am-12:00pm
	Topic Camtasia Part 1 Camtasia Part 2 Snagit Record and Edit your Videos Outlook Promising Practices Microsoft 365 (formerly Office 365)	Room 64-242B	Date Wednesday March 5, 2025 2:00pm-4:00pm Friday March 7, 2025 1:00pm-3:00pm Monday March 10, 2025 1:00am-1:00pm Wednesday March 12, 2025 10:00am-12:00pm Friday March 14, 2025 3:00pm-5:00pm Monday March 21, 2025 10:00am-12:00pm
	Topic Camtasia Part 1 Camtasia Part 2 Snagit Record and Edit your Videos Outlook Promising Practices Microsoft 365 (formerly Office 365) Figure 6 New	Room 64-242B	Date Wednesday March 5, 2025 2:00pm-4:00pm Friday March 7, 2025 1:00pm-3:00pm Monday March 10, 2025 1:00am-1:00pm Wednesday March 12, 2025 10:00am-12:00pm Friday March 14, 2025 3:00pm-5:00pm Monday March 21, 2025 10:00am-12:00pm Monday March 21, 2025 10:00am-12:00pm
	Topic Camtasia Part 1 Camtasia Part 2 Snagit Record and Edit your Videos Outlook Promising Practices Microsoft 365 (formerly Office 365) <i>Figure 6 New</i>	Room 64-242B	Date Wednesday March 5, 2025 2:00pm-4:00pm Friday March 7, 2025 1:00pm-3:00pm Monday March 10, 2025 1:00am-1:00pm Wednesday March 12, 2025 10:00am-12:00pm Friday March 14, 2025 3:00pm-5:00pm Monday March 21, 2025 10:00am-12:00pm Monday March 21, 2025 10:00am-12:00pm
5. When creating links on e-mails, avoid copying and pasting links directly from	Topic Camtasia Part 1 Camtasia Part 2 Snagit Record and Edit your Videos Outlook Promising Practices Microsoft 365 (formerly Office 365) <i>Figure 6 New</i>	Room 64-242B	Date Wednesday March 5, 2025 2:00pm-4:00pm Friday March 7, 2025 1:00pm-3:00pm Monday March 10, 2025 1:00am-1:00pm Wednesday March 12, 2025 10:00am-12:00pm Friday March 14, 2025 3:00pm-5:00pm Monday March 21, 2025 10:00am-12:00pm Monday March 21, 2025 10:00am-12:00pm Monday March 21, 2025 10:00am-12:00pm
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	Topic Camtasia Part 1 Camtasia Part 2 Snagit Record and Edit your Videos Outlook Promising Practices Microsoft 365 (formerly Office 365) Figure 6 New	Room 64-242B 64-24A 64-24A 64-24A 64-24A 64-24A 64-24A 64-24A 64-24A <th>Date Wednesday March 5, 2025 2:00pm-4:00pm Friday March 7, 2025 1:00pm-3:00pm Monday March 10, 2025 1:00am-1:00pm Wednesday March 12, 2025 10:00am-12:00pm Friday March 14, 2025 3:00pm-5:00pm Monday March 21, 2025 10:00am-12:00pm Mond</th>	Date Wednesday March 5, 2025 2:00pm-4:00pm Friday March 7, 2025 1:00pm-3:00pm Monday March 10, 2025 1:00am-1:00pm Wednesday March 12, 2025 10:00am-12:00pm Friday March 14, 2025 3:00pm-5:00pm Monday March 21, 2025 10:00am-12:00pm Mond

