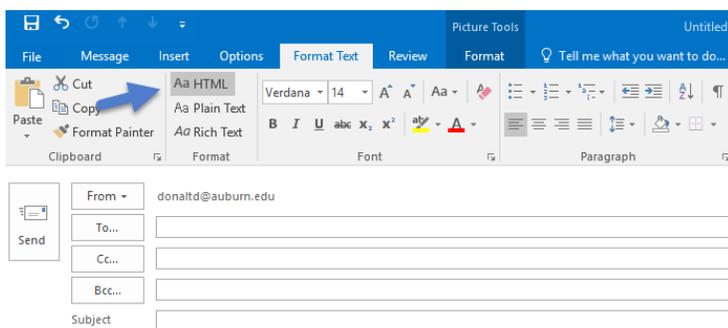


# Steps to Improve the Accessibility of Emails using Outlook for Windows

## Step One: Choose HTML Format

HTML supports headings, images with alternative text, links, and lists. It is the best format for creating accessible emails.

To set your email as HTML, select the "Format Text" tab and choose "Aa HTML".



## Step Two: Choose Appropriate Font Style and Size

- Arial
- Veranda

Font Size should be a minimum of 12 pt.

## Step Three: Use Good Contrast

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### Good Contrast

People with low vision or color-blindness have difficulty reading text on screens when text color doesn't strongly contrast with the background. Always choose a color of text that has a high level of contrast from the background. Emails with low contrast can be difficult, if not impossible to read for people with low vision.

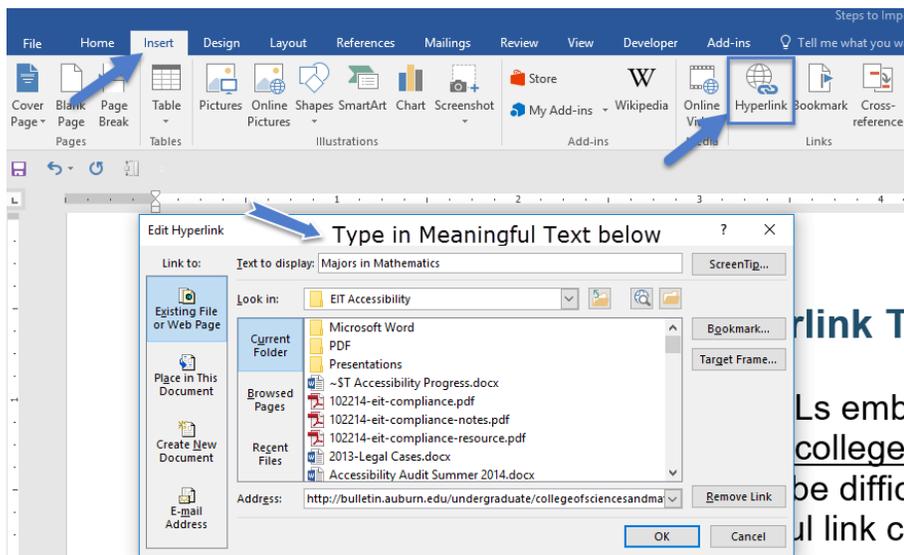
## Backgrounds

Outlook does not give the option of changing the color or texture of the background, or even placing a picture behind text, it is recommended to keep the background white.

## Step Four: Use Meaningful Text for Links/URLs

Provide meaningful text for long links/URLs embedded with your email. Long links like [http://bulletin.auburn.edu/undergraduate/collegeofsciencesandmathematics/mathematicsandsandstatistics/mathematics\\_major/](http://bulletin.auburn.edu/undergraduate/collegeofsciencesandmathematics/mathematicsandsandstatistics/mathematics_major/) can be difficult for users using screen reading technology to determine the destination of the link. A more meaningful link could be “Majors in Mathematics”.

To add meaningful text for a link, highlight the link and select the “Insert” tab and choose the Hyperlink button. You can also use your mouse and right click the highlighted URL and choose “Edit Hyperlink”.



## Step Five: Provide Structure to The Email

Using built-in formatting styles could be the single most important step in making emails accessible. Built-in formatting styles provide a logical reading order that serves as a navigation guide for persons utilizing assistive technologies. Adding structure to emails can be done in the same fashion that structure can be added to Microsoft Word documents.

In the **Format Text** tab, choose the **Styles** menu and then apply structure.

- Use Styles
- Headings
- List Formatting
- Indenting and Line Spacing

## Step Six: Attachments should also be Accessible

[Improving the Accessibility of Microsoft Words Documents](#)

[Improving the Accessibility of an Adobe PDF Document](#)

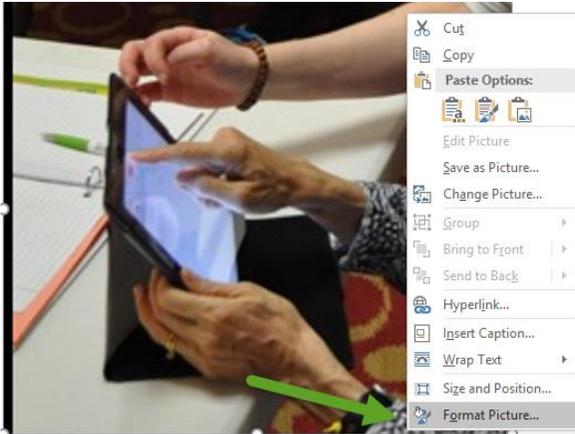
## Step Seven: Adding Descriptions to Pictures

If your email contains images that are more than decorative, a description of that image must be included.

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### First Step to Add Descriptions

Right click the image and select Format Picture



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### Second Step to Add Description

Choose the third icon, “Layout and Properties”, on the Format Picture dialog box as indicated by the green arrow. The image description must be added to the “Description” box. Adding text to the “Title” box does not help with accessibility. Return to document and the description will be saved.

