



# Microsoft Outlook®

## Accessibility Quick Card

Follow these best practices to help make emails accessible in Classic Outlook®.

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### Use HTML format when possible

HTML works with most email programs and supports text formatting. To check your settings, go to **File > Options > Mail**.

### Choose appropriate fonts and font sizes

Use sans serif fonts (without “tails” or “feet”), for example, Aptos or Arial. Make your font size at least 12pt for greater readability.

### Check color contrast

Color contrast must meet standards throughout the email. Normal text to background ratio is 4.5:1. Non-text elements and large text (a minimum of 14pt bold or 18pt) ratios are 3:1. Use the default background. Patterned and colored backgrounds can impact security, readability and contrast, or bandwidth and downloading.

### Use email styles

Extra spaces, tabs, and empty paragraphs cause confusion for assistive technology users. In the **Format Text** tab, use heading and paragraph styles with logical hierarchy to structure the email content. Also set up these formatting preferences from this tab for future emails: select **Change Styles**, then **Set as Default**.

## Name hyperlinks appropriately

Links should contain meaningful text that describes the link's destination or subject. Do not use generic language, such as "click here."

## Add alt text to images and objects

Use informative and concise alt text descriptions for important graphics and objects. This includes photos, illustrations, charts and graphs, and infographics. Outlook® doesn't have the **Mark as decorative** checkbox. Instead, add "Decorative" as the alt text when appropriate.

## Create accessible signatures

Contact information should be in text, not a graphic. Logos must have alt text. Do not use tables to format signatures.

## Use "Attach File" to add attachments

Dragging a document into the body of an email or appointment invitation is not accessible for all versions of Outlook. For emails, use **Attach File** in the ribbon. For appointments, send a separate email with attachments.

## Use the Accessibility Checker tool

This built-in tool in **Review > Check Accessibility** provides details on potential accessibility issues and gives suggestions on how to correct them. However, it can't find everything. Do manual checks in addition to the automated accessibility checker.