

Missouri Southern State University

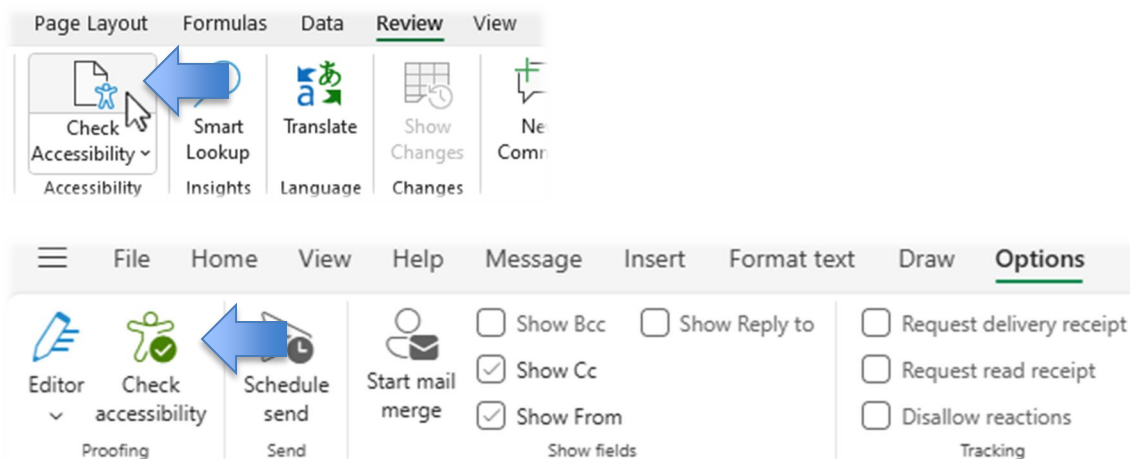
Microsoft Accessibility Checker - Outlook

Purpose

Accessibility in Outlook ensures emails are clear and usable for all recipients. The Accessibility Checker helps identify barriers before sending.

What is the Accessibility Checker in Outlook?

A built-in tool that reviews emails for accessibility issues and provides suggestions to improve clarity and usability.

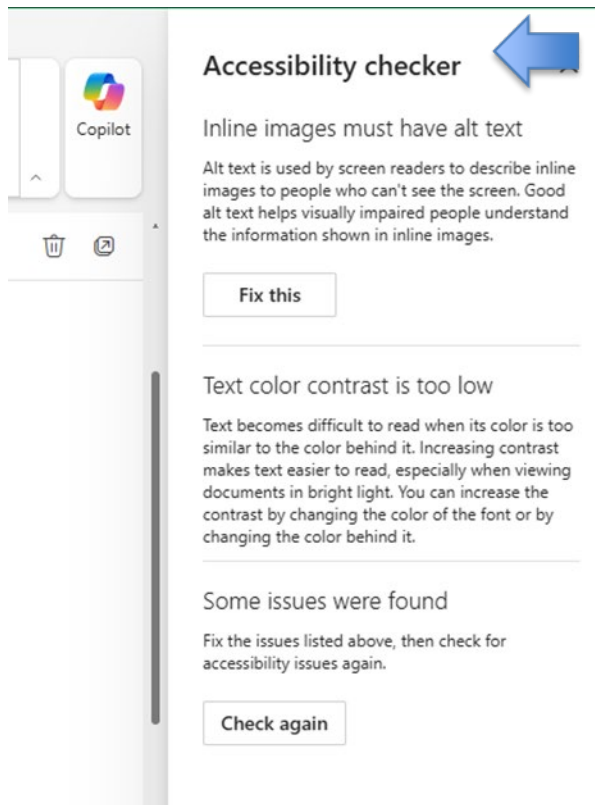


What It Checks For

- Missing alt text for images
- Poor color contrast
- Unclear link text (avoid 'click here')
- Missing structure or headings
- Reading order issues

How to Use It

1. Start a new email
2. Click the Review tab
3. Select Check Accessibility
4. Review the panel
5. Apply suggested fixes



Types of Issues

Errors – must fix

Warnings – should fix

Tips – improvements

MSSU Best Practices for Outlook

Use clear subject lines, write descriptive links, keep formatting simple, use high contrast, and add alt text to images.

Why It Matters

Supports screen readers, improves communication clarity, promotes inclusion, and aligns with MSSU expectations.

Reminder

Accessible emails ensure everyone receives your message clearly.