

Accessible Emails Checklist

- Content is simple to understand and maintains logical reading order
- Adequate spacing is provided between text and images/tables
- Fonts used are accessible (*Suggested fonts: Arial, Calibri, Century, Gothic, Helvetica, Verdana, Times New Roman, etc.*)
- Fonts are appropriate size (*Suggested size: Header size between 18 to 24 points, Subheader 14 to 16 points, body 12 point*)
- Colors used are dark text on light background (*Example: Black text on white background*)
- Attachments are properly named/labeled
- Clickable links are easily identifiable
- Alternative text is provided on images

For further explanation on topics above, review Outlook Best Practices Information Sheet