

✉ Accessible Email Checklist (Outlook)

- ❑ **Subject line:** Clear and descriptive (not "Newsletter" alone)
- ❑ **Headings:** Use Format Text → Styles (not just bold text)
- ❑ **Images:** Right-click → Edit Alt Text (or mark decorative)
- ❑ **Links:** Descriptive text, not bare URLs or "click here"
- ❑ **Lists:** Use built-in bullet/numbered lists
- ❑ **Tables:** Simple structure only; use for data, not layout
- ❑ **Color:** Don't rely on color alone; maintain contrast
- ❑ **Attachments:** Include accessible versions; mention format in email
- ❑ **Plain text:** Provide plain text alternative for complex HTML emails
- ❑ **Test:** Send yourself a test; check in different email clients

Run check: Options → Check Accessibility (before sending)