

ACCESSIBLE CUYAMACA:

Outlook Email - Mac Desktop/Laptop

Six steps before you hit send.

At Cuyamaca, accessibility is everyone's responsibility. These six steps can help make your email communications more accessible to all.

1 Run the Accessibility Checker

Before sending, go to **Outlook > Edit > Check Accessibility** and fix any flagged issues.

2 Add Alt Text to Images

Right-click on images, charts, or shapes and select **Edit Alt Text...** and add a short, clear description.

3 Use Readable Fonts & Formatting

- Choose sans-serif fonts like Arial or Calibri, minimum 12-point.
- Use bold or italics for emphasis.
- Avoid underlining (it can be mistaken for a hyperlink).

4 Structure with Headings & Lists

- Use built-in Heading 1, Heading 2, etc. to create clear structure.
- Use bulleted or numbered lists to group information, not just bold text.

Take a deeper dive on this subject, including accessibility tips for web, app, mobile and older versions:
[Make your Outlook email accessible to people with disabilities](#)



5 Check Color Contrast & Links

- Use dark text on a light background.
- Don't paste long URLs directly into emails.
- Include descriptive hyperlinks like "Read the 2026 Accessibility Report" instead of "click here" (using a different color and bolding can help distinguish the link from surrounding text).
- Outlook will automatically format hyperlinks so they're easy to recognize.

6 Create an Accessible Email Signature

To create a new one, go to **Outlook > Settings > Signatures > +**.

- Manually enter your name, title, and contact info.
- Add an approved black or blue college logo and size appropriately.
- Right-click the added logo and select **Edit Alt Text...** and enter "Cuyamaca College logo".
- If you prefer to use an image of your entire signature, add the image in the new signature window and size appropriately. Right click on the image and select **Edit Alt Text...** to enter a description of all content included in the image.

To edit an existing one, go to **Outlook > Settings > Signatures**. Select signature, then **> Edit** and follow the bulleted steps above.

*When we design for accessibility,
we design for everyone.*



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