

## Outlook Email - PC 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, find and select the **Check Accessibility** function for your version of Outlook and fix any flagged issues.

#### **2** Add Alt Text to Images

Find and select the **Check Accessibility > Alt Text** functions for your version of Outlook, or right click on all images, charts, or shapes included in your email, select the **Alt Text** function and enter 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.

#### **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

In Outlook (or in new email), find and select the **Signatures** function to create an accessible email signature.

- Manually enter your name, title, and contact info (minimum of 12-point font).
- Add an approved black or blue college logo and size appropriately.
- Right click on the logo and select the **Alt Text** function or find the **Alt Text** function in your version of Outlook and enter "Cuyamaca College Logo".
- If you prefer to use an image of your entire email signature, add the image, then follow the steps above and enter all information included in the image.

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](#)



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



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