CREATING ACCESSIBLE

EMAIL



WHY SEND EMAIL?

Because you have a message to share and want the person who gets the email to read it.



NOT EVERYONE CAN SEE THE MESSAGE

Most people can read the message but some rely on screen readers to speak the text out loud.





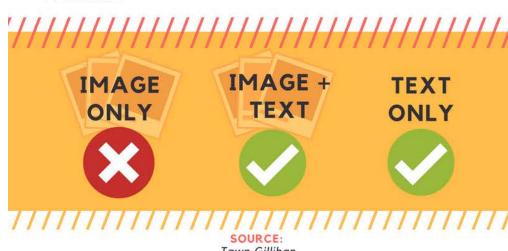
CAN IT BE READ OUT LOUD?

Screen readers need text to work in Outlook. Don't send 'empty' messages that are just pictures of flyers.

IF YOU HAVE TO CHOOSE ...



...between images and text, choose text. Everyone can read a textbased message.



Tawn Gillihan Accessible Technology Initiative at Stanislaus State Designed using Canva Template Cut Here

Visit the ATI Accessibility Training Resources page for more information.

www.csustan.edu/ati Print on 8.5" x 14" Paper