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 text-based message.

SOURCE:
Town Gillihan
Accessible Technology Initiative at Stanislaus State
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