

# 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.



vs.

MESSAGE

## IF YOU HAVE TO CHOOSE...

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

IMAGE  
ONLY



IMAGE +  
TEXT



TEXT  
ONLY



Cut Here

Visit the ATI Accessibility Training Resources page for more information.

[www.csustan.edu/ati](http://www.csustan.edu/ati)

Print on 8.5" x 14" Paper

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