

Accessibility Checklist: Email

This is geared mostly to widely distributed emails, not informal communication between colleagues.

General Formatting

- All text is real text (and not an image of text). If an image is used, real text precedes the image or the image/graphic is provided as an attachment.
- If a long email with multiple section, the body of the email has been formatted using Style elements (Heading 1, Heading 2) in a hierarchical manner (i.e. Heading 1 to Heading 2 to Body Text).
- Alt text is provided for all images.
- All URLs contain descriptive hyperlinks (i.e., avoid generic phrases like “Click here” and, instead, use phrases that let users know about the content of the linked page prior to selecting it).
- If color is used to emphasize the importance of selected text, is there an alternate method also used to ensure that color alone is not used to convey meaning?
- Is the list style being used as opposed to manually typed characters (e.g. Hyphens, numbers, or graphics)?