https://support.microsoft.com/en-au/office/make-your-outlook-email-accessible-to-people-with-disabilities-71ce71f4-7b15-4b7a-a2e3-cf91721bbacb

Email Accessibility Checklist

Style

- Font size is above 12 px.
  - It could be beneficial to have the email body text be larger than your signature.
- Line spacing is at least 1.5 times the font size.
- Spacing between paragraphs should be 2 times the font size.
- Fonts should be easy to read. For example: Calibri, Arial, Veranda, Tahoma, Century Gothic, Trebuchet, Open Sans, Helvetica
- Font color should have good contrast with the background. If you can, set the color to Automatic, as it will change to match the background used by the end user (example: if they are using dark mode, the text will be seen as white on the black background).

Content

- Text is balanced. Proper paragraphs are used and the email is easy to read.
- Simple and clear language is used.
- Links are accompanied by meaningful text describing where they are going and what is being linked.
- All images have text alternatives, either in the email text or attached to the images.
- Attachments are clearly labeled and are attached with purpose.

Signature

- Your email signature should be clear to read. If you want to use a decorative font, much like when signing your name to a regular letter, print it in plain text underneath.
- Font size should be 12px, even for the required sections, such as the Babel Notice.
- All logos should have alt text attached. The alt text does not need to be too descriptive, "DHEWD Logo" or "[program name] Logo" will suffice.
- Use descriptive text for any links in the signature.