

Accessible Email Checklist

Before You Send, Check for These:

1. Use a descriptive subject line that clearly states the topic.
2. Provide alt text for all images included in the email.
3. Include the full content of any flyer or graphic in the body text.
4. Use accessible fonts and maintain high color contrast (e.g., dark text on light background).
5. Write descriptive link text (e.g., 'Register for the Workshop' instead of 'Click here').
6. Create a text-based email signature (avoid image-only signatures).
7. Avoid using only color to convey meaning (e.g., red text for important info).
8. Organize content with clear headings, bullet points, or lists.

Example Signature:

Dr. Jane Smith

Department Chair, Sociology

Northeast OK State College

jane.smith@nosc.edu | 918-555-1234

Need help? Contact your campus Accessibility Coordinator or IT Help Desk.