Making Emails Accessible

Montclair State University is committed to making our digital content accessible to people with disabilities (required by Section 508). This document will discuss the best practices for making emails accessible.

**Formatting**

- Use a sans serif font such as Arial, Helvetica or Verdana
- Font size should be 12 point or larger
- Text should be left aligned

**Color**

- When using color to communicate information, make sure that color is not the only means of conveying the information. For example, include an * to the colored text or underline the text.
- It is recommended to keep the background color white.
- Be sure your email has a sufficient degree of color contrast. A good example of high color contrast is black and white.

**Hyperlinks**

When adding links in your email, use the link tool instead of copying and pasting the URL.

1. Click on the Insert Link icon
2. Type a meaningful descriptive title for the link under Text to display
3. Paste the URL under Web Address:

**Images**

Any pictures and graphs within an email must include alternative text.

**Thunderbird:**

1. In the new composition window, click in the body of the message
2. Click Insert and select Image
3. **Browse** for the image file
4. Select **Alternate text** and enter a description

**Outlook**

1. Insert the image by choosing the **Insert** tab
2. **Right-click** on the image
3. Select **Format Picture**
4. From the category list, select **Alt Text**
5. Enter a description in the **Description** box