MONTCLAIR STATE UNIVERSITY

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