

Microsoft Outlook: Accessibility features

Last Modified on 08/10/2022 8:04 pm EDT

This article describes **assistive technology features** that you can turn on when using Outlook to **make reading and writing email easier for you**. For help to creating e-mails that are accessible to others, see [Creating Accessible Emails in Outlook](#).

Before you start, you will need access to:

- Microsoft Outlook, which is part of Microsoft365.

Note:

- All current students and employees [can access the online version through a web browser](#).
- All current students and employees can [install the desktop version on personal devices](#).
- The **desktop version is installed on all college-owned computers**.

Keyboard shortcuts

You can use **combinations of keys** instead of a mouse or trackpad to **navigate and perform most menu operations** (e.g., Reply, Move message) in Outlook.

Dark mode (online only)

Can be toggled on and off for individual messages or for all Outlook content.

Read e-mail in immersive reader

Microsoft's Immersive Reader provides a suite of accessibility tools, such as font and spacing adjustments, line focus, and color overlays.

Listen to e-mail

Have email read aloud to you using the Read Aloud feature or built-in text-to-speech software tools on your device.

Text prediction (online)

This setting is on by default but can be disabled. While on, Outlook will predict your next word or phrase as you type,

Request accessible content

Turn this **Microsoft365 account-level setting on** to display a "A recipient has requested accessible content" when other Bryn Mawr users send or forward you email. [Depending the email composer's settings, this may also turn on accessibility checking for that message](#).

Support for screen reader users

If you use a screen reader, see [Microsoft's Screen Reader Support for Outlook](#) for detailed, device-specific information on how to navigate, perform tasks, and read content in Outlook using it.

Questions?

If you have any additional questions or problems, don't hesitate to reach out to the **Help Desk!**

Phone: 610-526-7440 | [Library and Help Desk hours](#)

Email: help@brynmawr.edu | [Service catalog](#)

Location: Canaday Library 1st floor
