

Improve accessibility with the Accessibility Checker

*Excel for Microsoft 365 Word for Microsoft 365 Outlook for
Microsoft 365 [More...](#)*


Before you send an Outlook email message or share a Word document, Excel spreadsheet, PowerPoint presentation, or OneNote notebook, run the Accessibility Checker to make your content easier for people with disabilities to read and edit.

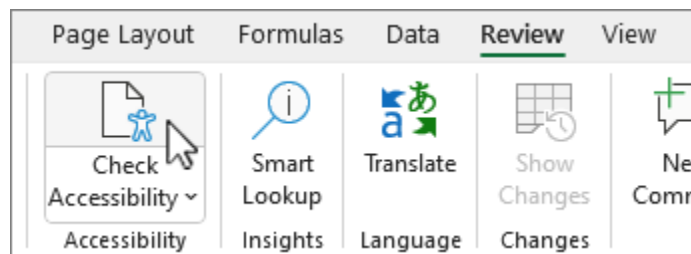
In this topic

- Use the Accessibility Checker
- Apply recommended actions
- Don't see the Accessibility Checker?

Windows

Use the Accessibility Checker

1. Select the **Review** tab. In Outlook, you'll only see the **Review** tab when writing or replying to messages.
2. Select  **Check Accessibility** to open the **Accessibility** pane on the right.



Tip: For Word, Excel, and PowerPoint desktop, select the lower half of the **Check Accessibility** button for more options.

3. In the **Accessibility** pane, review and address the findings under **Inspection Results**.

Apply recommended actions

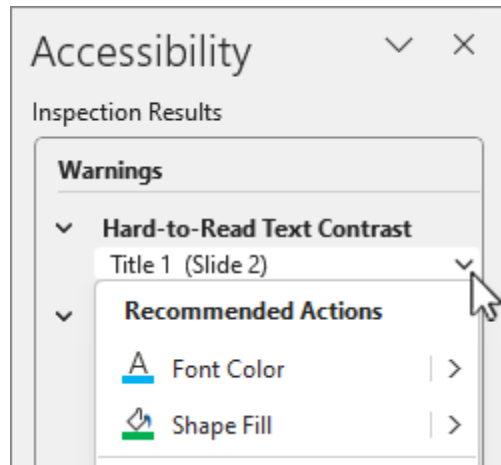
In the **Accessibility** pane, you'll see a list of errors and warnings, with how-to-fix recommendations for each.

To quickly correct the issues, apply one of the recommended actions. For more information on how the findings are categorized, see [Rules for the Accessibility Checker](#).

1. In the **Accessibility** pane, select an issue under **Warnings** or **Errors**. The list expands and shows the items and objects affected by the issue.


Tip: Select the item or object to view the exact location of the affected item or object.

2. To address the issue, select the down arrow button next to it and open **Recommended Actions** list.



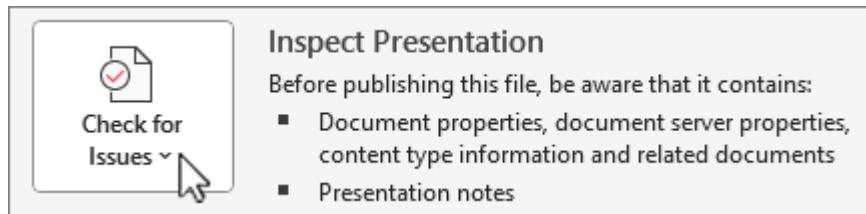
3. To apply a fix, select an action from the **Recommended Actions** list. To view more options, select the right arrow button next to an action (if available).
4. Go through and resolve each issue under **Warnings** and **Errors**.

Don't see the Accessibility Checker?

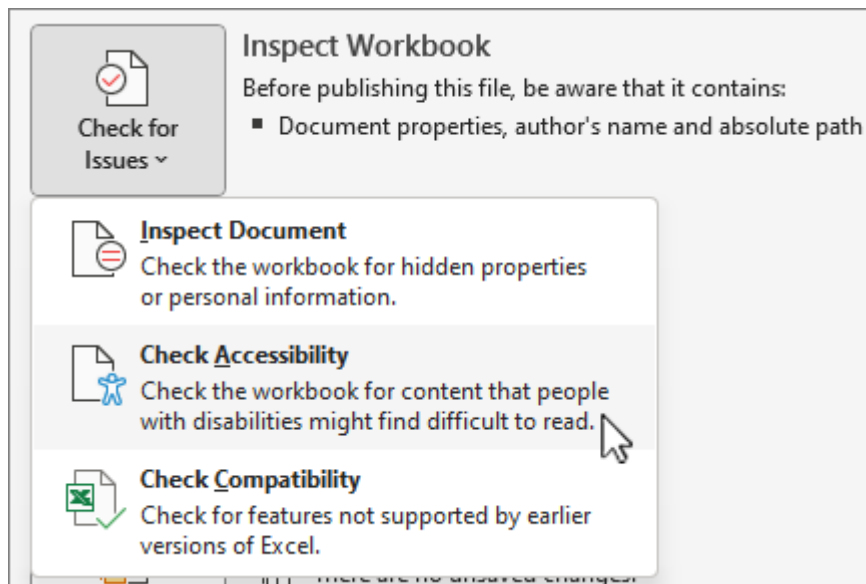
If you don't see  **Check Accessibility** on the **Review** tab, you might have an older version of the app. Follow these steps to open the Accessibility Checker:

1. Select **File** and choose **Info**.

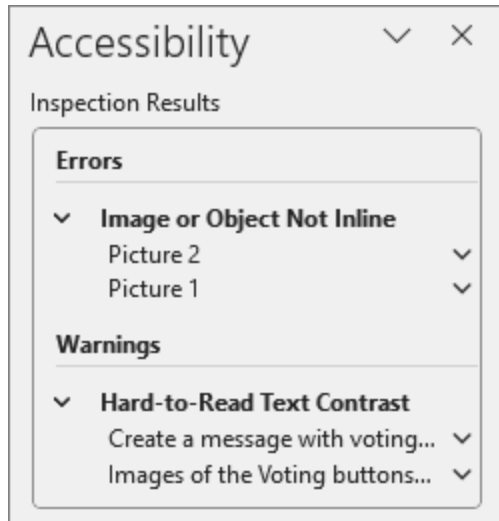
2. Select **Check for Issues**.



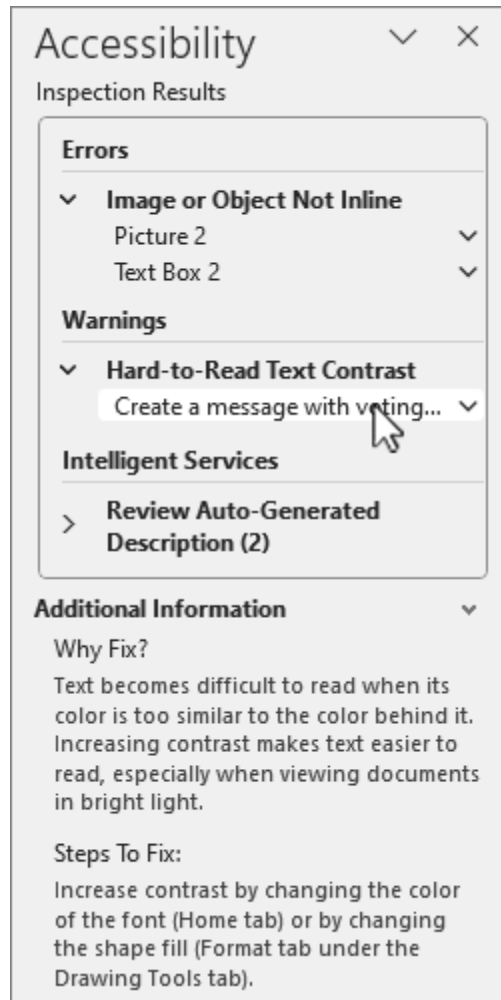
3. In the **Check for Issues** drop-down menu, select **Check Accessibility**.



4. The **Accessibility Checker** task pane appears next to your content and shows the inspection results.



5. Select an issue under **Inspection Results** to see why and how to fix an issue. This info appears under **Additional Information**.



macOS

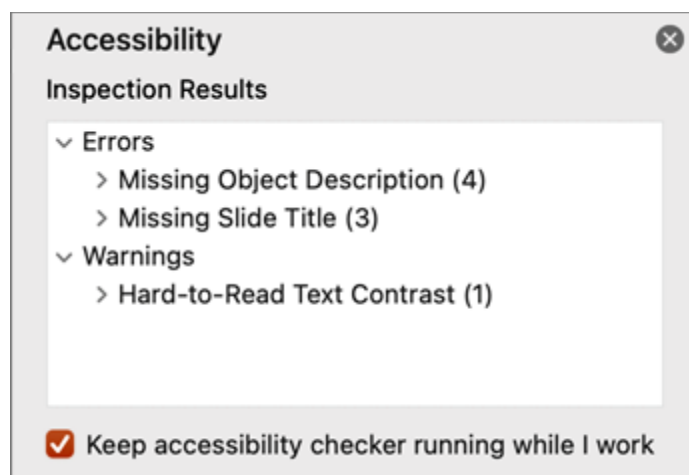
Use the Accessibility Checker

1. To launch the Accessibility Checker, do one of the following depending on the app you are using:

- In Word, Excel, and PowerPoint, select **Review** and choose **Check Accessibility**.
- In OneNote, select **View** and choose **Check Accessibility**.
- In Outlook, while writing or replying to an email message, select **Edit** on the toolbar and choose **Check Accessibility**.

If you don't see the button on the toolbar, you need to add it there manually. Select (See more items) and choose **Customize toolbar**. Then drag and drop the **Check Accessibility** button to the toolbar.

2. The **Accessibility** pane opens and issues are organized into **Warnings**, **Errors**, and **Tips** under **Inspection Results**.



For more information on the categorization, go to [Rules for the Accessibility Checker](#).

3. Review and select an issue to see all affected items and objects.
4. Select an item or object to see why you should fix the issue and steps to take to correct it.

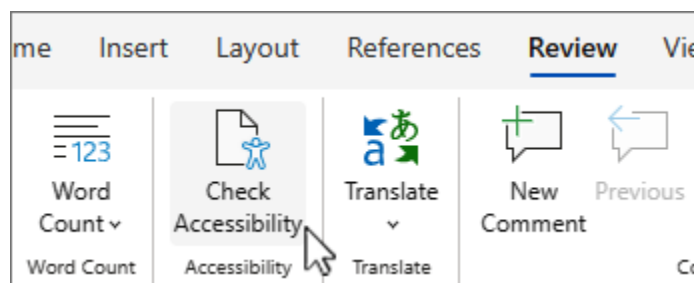
Web





Use the Accessibility Checker

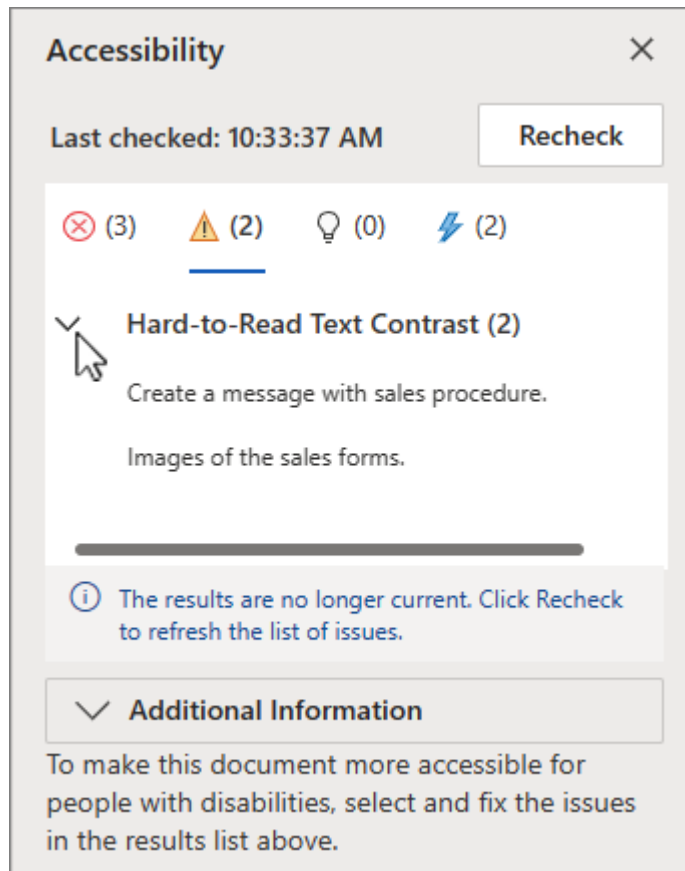
To check your content for accessibility issues, do one of the following depending on the app you're using:

Microsoft 365 for the web apps except Outlook on the web

1. Select the **Review** tab and choose **Check Accessibility**.

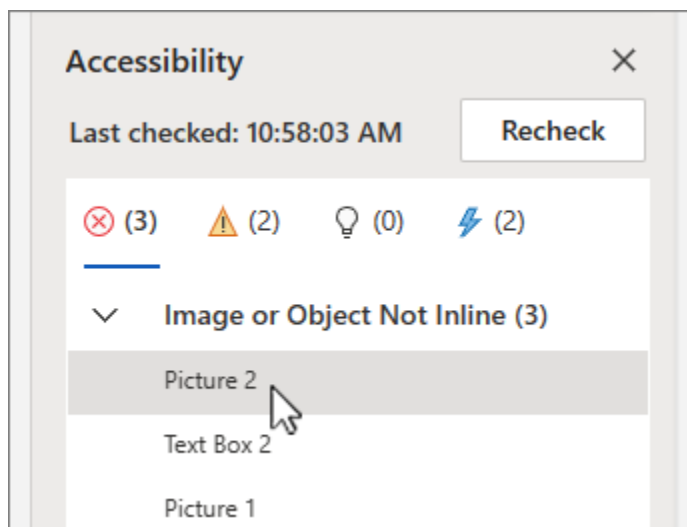


2. The **Accessibility** pane opens to the right of the screen. Choose an option to view  **Errors**,  **Warnings**,  **Tips**, or  **Intelligent services** near the top of the pane.



For more information on how the findings are categorized, see [Rules for the Accessibility Checker](#).

3. In the chosen category, select the chevron > to expand an accessibility issue to see all items and objects affected by the issue.
4. Select an item or object in the list to highlight the corresponding element, and then fix the issue. Address all issues in the errors and warnings categories.

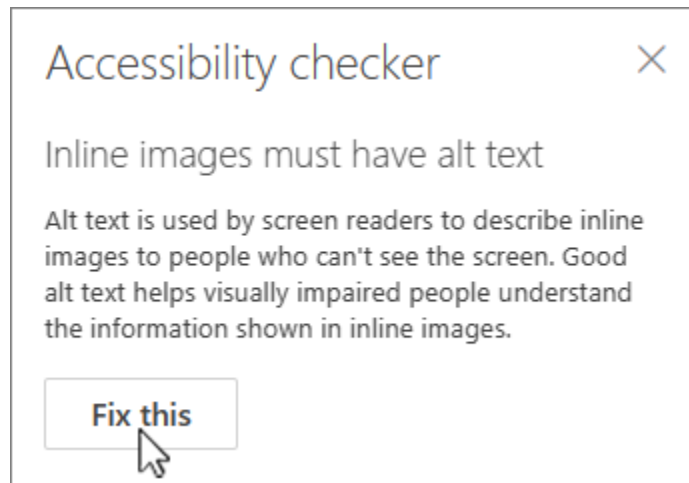


5. When you're done, select **Recheck** to make sure you didn't miss anything.

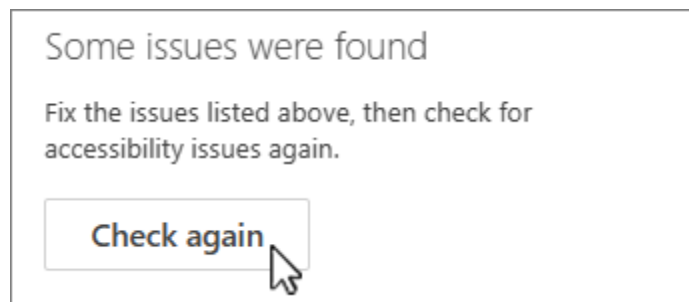
Outlook on the web

1. When writing or replying to a message, select **Options** on the toolbar and choose **Check accessibility**. The **Accessibility Checker** pane opens.

2. Select **Fix this** to address an issue. For example, if the Accessibility Checker reported missing alt text, select **Fix this** to open the **Add alternative text** dialog box where you can type the alt text.



3. Address all issues and when you're done, select **Check again** to make sure you didn't miss anything.



See also

[Check accessibility while you work in Office apps](#)

[Everything you need to know to write effective alt text](#)

[Use a screen reader with the Accessibility Checker](#)

[Make your content accessible to everyone](#)

[Make your content accessible to everyone with the Accessibility Checker](#)

Technical support for customers with disabilities

Microsoft wants to provide the best possible experience for all our customers. If you have a disability or questions related to accessibility, please contact the [Microsoft Disability Answer Desk](#) for technical assistance. The Disability Answer Desk support team is trained in using many popular assistive technologies and can offer assistance in English, Spanish, French, and American Sign Language. Please go to the Microsoft

Disability Answer Desk site to find out the contact details for your region.

If you are a government, commercial, or enterprise user, please contact [the enterprise Disability Answer Desk](#).