

Check accessibility while you work in Office apps

Excel for Microsoft 365 Word for Microsoft 365 Outlook for Microsoft 365 Excel 2021 [More...](#)

Use Accessibility Checker in Outlook, Word, PowerPoint, and Excel to check your email messages, documents, slides, and spreadsheets for accessibility issues while you work. This way you can make sure your Microsoft 365 content is easy for people with disabilities to read and edit.

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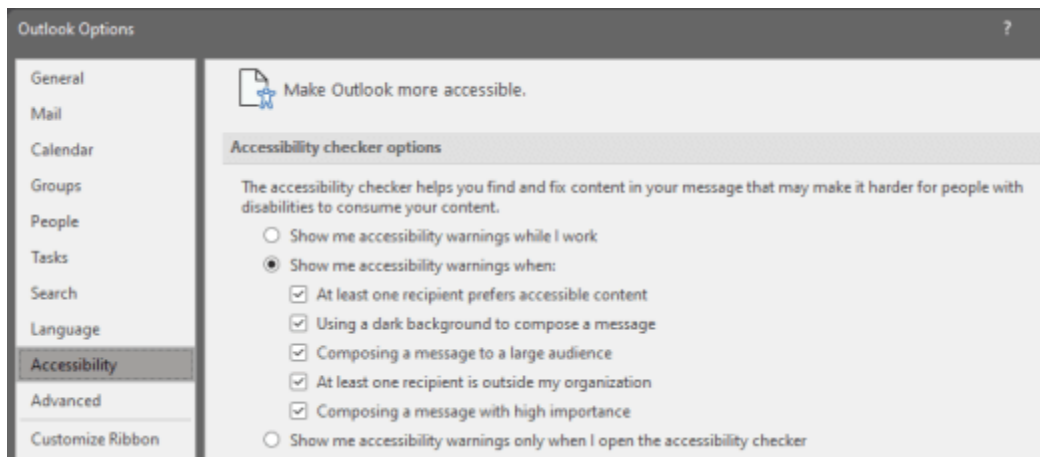
Check accessibility while you work in Outlook

In Outlook, the Accessibility Checker runs automatically when composing an email, and a MailTip will provide a convenient nudge to correct accessibility issues before sending your email.

 We've found some ways to make your message more accessible. [Review accessibility issues](#)

Select **File** > **Options** > **Ease of Access** and select if you want to see accessibility notifications through a MailTip while you work, in certain scenarios, or only when you manually open the Accessibility Checker pane.

The default option is to show accessibility notifications in certain scenarios, and if any accessibility issues are detected, a MailTip appears to guide you to review suggestions and fix the issue.

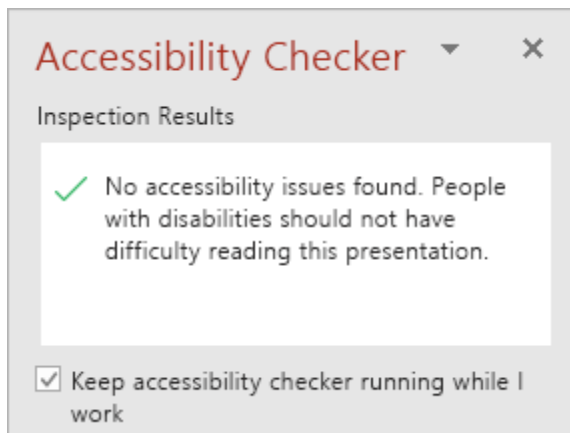


- Show me accessibility warnings while I work
- Show me accessibility warnings when:
 - At least one recipient prefers accessible content
 - Using a dark background to compose a message. If you're composing in Black Theme with dark mode enabled, which is the default for this theme, the Accessibility Checker runs but shows notifications only when text contrast is insufficient. Any other issues will still appear in the Accessibility Checker pane, but they won't cause the MailTip to appear.
 - Composing a message to a large audience
 - At least one recipient is outside my organization
 - Composing a message with high importance


- Show me accessibility warnings only when I open the accessibility checker

Check accessibility while you work in Word, Excel, and PowerPoint


To be notified of accessibility issues in your Word, Excel, and PowerPoint documents as you continue working on them, tick the **Keep accessibility checker running while I work** checkbox.



This adds the **Accessibility** button to your status bar, and keeps track of accessibility issues in real time. You can open the Accessibility Checker whenever you want by selecting the status bar button.

 Accessibility: Good to go

Note: The **Keep accessibility checker running while I work** checkbox does not exist in Outlook. Instead, the accessibility checker runs automatically in the background. Instead of an **Accessibility** button on your status bar, an accessibility MailTip will be shown in the message window, letting you review any accessibility issues before sending a

message.  We've found some ways to make your message more accessible. [Review accessibility issues](#)