Accessibility Support for Outlook in Windows

Get Started Using Accessibility Features in Outlook

- Use a screen reader to explore and navigate Outlook Mail
- Use a screen reader to explore and navigate Outlook Calendar
- Keyboard shortcuts for Outlook
- Keyboard shortcuts for navigating mail in Outlook
- Keyboard shortcuts for navigating the calendar in Outlook
- Basic tasks using a screen reader with email in Outlook
- Basic tasks using a screen reader with the calendar in Outlook
- What's new in accessibility for Outlook

Work with Outlook Email

- Use a screen reader to set up your email account in Outlook
- Use a screen reader to work with folders in Outlook
- Use a screen reader to request read and delivery receipts in Outlook

Work with Text, Lists, and Layout in Emails

- Use a screen reader to format text in your email in Outlook
- Use a screen reader to align text and paragraphs in Outlook
- Use a screen reader to change the indentation and spacing options in Outlook
- Use a screen reader to create bulleted or numbered lists in Outlook
- Use a screen reader to check spelling and grammar in Outlook

Add links, Tables, Images, and Signatures to Emails

- Use a screen reader to insert a hyperlink in Outlook
- Use a screen reader to insert a table in Outlook
- Use a screen reader to insert a picture or image in Outlook
- Use a screen reader to add a signature in Outlook

Work with Received Emails

- Use a screen reader to zoom in or out in Outlook
- Save an image or attachment from an email in Outlook

Work with Outlook Calendar

- Use a screen reader to schedule appointments or meetings in Outlook
- Use a screen reader to read and reply to a meeting request in Outlook

See Also

- Make your Outlook email accessible to people with disabilities
- Use the Accessibility Checker on your Windows desktop to find accessibility issues

Need more help? Contact the ITS Service Desk.