



Why Digital Inclusion for All Matters

One in six people—about **1.3 billion** individuals globally—live with some form of disability. Nearly everyone will experience a temporary or permanent disability in their lifetime. **Digital inclusion** is about ensuring that everyone can access, understand and contribute to digital content, because technology should empower, not exclude.

Microsoft 365 Digital Accessibility Tools Guide for UN Personnel

This guide highlights key accessibility tools and best practices in Microsoft Word, PowerPoint, Outlook, SharePoint and Teams, designed to ensure inclusive communication and collaboration for all users, including those with disabilities. It empowers UN personnel to create and engage with digital content inclusively, supporting a diverse global workforce and audience.

Microsoft Word Accessibility Tools

- **Use Styles for Structure:** Apply built-in heading styles, lists, and paragraphs to create a clear, hierarchical structure. This helps screen readers and navigation tools to interpret document content logically.
- **Alternative Text for Images:** Add descriptive alt text to all meaningful images so screen readers can convey their purpose to users who cannot see visuals.
- **Tables:** Use simple table layouts with defined header rows. Avoid merged or nested cells to ensure screen readers can navigate tables properly.
- **Accessibility Checker:** Use the built-in Accessibility Checker to automatically identify and fix common issues such as missing alt text, improper heading levels, or low contrast.
- **Immersive Reader & Voice Typing:** Utilize features like Immersive Reader for easier reading and voice dictation for hands-free document creation.

Microsoft PowerPoint Accessibility Tools

- **Accessible Templates:** Use PowerPoint's accessible templates designed for inclusive reading order, color contrast, and font readability.
- **Alternative Text on Visuals:** Provide meaningful alt descriptions for images, charts and other visuals.
- **Reading Order:** Ensure slide elements are read in logical order by setting custom reading sequences for screen readers.
- **Captions and Subtitles:** Add captions or subtitles to videos to support users who are deaf or hard of hearing.
- **Accessibility Checker:** Run the built-in Accessibility Checker to find and resolve issues like slide titles, color contrast and hyperlink text clarity.
- **Font Size and Contrast:** Use larger font sizes of at least 18pt, sans-serif fonts and sufficient color contrast for readability.

Microsoft Outlook Accessibility Tools

- **Accessible Email Composition:** Use built-in heading styles and avoid tables in email layout to improve readability by assistive technologies.
- **Alt Text on Images:** Add descriptive alt texts to images within email messages.
- **Check Accessibility as You Compose:** Outlook's Accessibility Checker can help identify issues before sending.
- **Immersive Reader:** Allows users to listen to email content read aloud, benefiting users with visual impairments or reading difficulties.
- **Request Accessible Content:** Users can configure Outlook to request senders to provide accessible email content.

Microsoft SharePoint Accessibility Tools

- **Accessible Site Designs:** Choose accessible themes that ensure sufficient color contrast, readable fonts, and an inclusive layout.
- **Alternative Text:** Add appropriate alt text to all images and visual content on the site.
- **Keyboard Navigation:** SharePoint supports full navigation by keyboard, helping users who cannot operate a mouse.
- **Screen Reader Compatibility:** Sites and content are designed to be fully compatible with screen readers.
- **Simple, Clear Language and Structure:** Use meaningful headings and clear site navigation for easier comprehension and use.

Microsoft Teams Accessibility Tools

- **High Contrast Mode:** Enhances visibility for users with low vision or color blindness by increasing text and image contrast.
- **Live Captions and Subtitles:** Provides real-time captions during meetings for people with hearing impairments.
- **Immersive Reader Integration:** Available in chat and messages to read content aloud and improve focus.
- **Keyboard Shortcuts:** Full keyboard navigation supports users who cannot use a mouse.
- **Screen Reader Support:** Provides screen reader compatibility across chats, calls, meetings and channels.
- **Customizable Font Size and Layout:** Users can adjust font size and the interface layout for better readability according to their needs.

QUICK GUIDE:

Microsoft 365 Key Accessibility Integrated Tools

To help UN personnel create, communicate and collaborate in an inclusive and accessible digital environment.

- **Accessibility Checker:** Built into Word, PowerPoint, Outlook, and other apps, it automatically scans documents, presentations, and emails to identify and suggest fixes for accessibility issues.
- **Alternative Text (Alt Text):** Allows users to add descriptive text to images, charts, and visuals so screen readers can convey the content to visually impaired users.
- **Immersive Reader:** Available in Word, Outlook, and Teams, this tool enhances reading by providing text-to-speech, adjustable text spacing, and focus modes for better comprehension.
- **Live Captions and Subtitles:** Offered in Teams and PowerPoint to support real-time captioning during meetings and presentations, aiding those with hearing impairments.
- **Keyboard Navigation and Shortcuts:** Microsoft 365 apps support extensive keyboard access and shortcuts to assist users who cannot use a mouse.
- **High Contrast and Customizable Display:** Features for improved color contrast, font size adjustment, and layout customization to aid users with visual impairments.
- **Structured Content Tools:** Use built-in heading styles, accessible templates and simple table structures to facilitate screen reader navigation and content clarity.

To learn more about digital inclusion and accessibility, and view additional resources to help make your digital content accessible for everyone, please visit: [Digital Inclusion iSeek page](#).

