# Accessible Email Checklist

## Compliance Checklist

The checklist below, a series of tables, is based on the content of the email. Acceptable answers are: Yes, No, or N/A. If ‘No’ is the answer to any item, then the document is not accessible.

### Section A: All Emails

| **ID** | **Requirements** | **Yes/No/NA** |
| --- | --- | --- |
| A1 | Is the email free from content that flashes more than 3 times per second? |  |
| A2 | Is the order of the content accurate and logical? |  |
| A3 | Can text be resized and considered readable when magnified to 200%? |  |

### Section B: Emails containing Color

| **ID** | **Requirements** | **Yes/No/NA** |
| --- | --- | --- |
| B1 | Does any information conveyed with color have a non-color method for understanding? |  |
| B2 | Does all text (with the exception of logos) have a contrast ratio of 4.5:1 or greater no matter the size? Use the [Color Contrast Analyser](https://developer.paciellogroup.com/resources/contrastanalyser/) for determining the contrast levels of a specific foreground and background. |  |

### Section C:  Emails containing Links

| **ID** | **Requirements** | **Yes/No/NA** |
| --- | --- | --- |
| C1 | Are links distinguished by a method other than color? |  |
| C2 | Can all link text be understood out of context? If not, does generic link have sufficient content? |  |

### Section D:  Emails containing Images

| **ID** | **Requirements** | **Yes/No/NA** |
| --- | --- | --- |
| D1 | Do all images conveying information have alt text that provides the same level of understanding a visual user would gain? |  |
| D2 | Do all decorative images have “ “ in the alt text field? |  |
| D3 | Have all multilayered objects been flattened into one image and does that image use one alternative text description for the image? |  |
| D4 | Do complex informational images have an alternate accessible means of understanding e.g text only equivalent? |  |
| D5 | Is the email free from any content that should not be included as an image? (Picture of an informational table, text) |  |

### Section E:  Emails containing Tables

| **ID** | **Requirements** | **Yes/No/NA** |
| --- | --- | --- |
| E1 | Is the email free from table styles for any content that is not a data table? |  |
| E2 | Was the table created with the built in table styles? |  |
| E3 | Does the table structure in the tag tree match the visual table layout? |  |
| E4 | Do all Header cells contain text? |  |
| E5 | Is the email free from data tables with merged cells, both column and row header cells, and multiple column or row cells? |  |

### Section F: Emails containing Lists

| **ID** | **Requirements** | **Yes/No/NA** |
| --- | --- | --- |
| F1 | Are all visual lists created with the built in list styles? |  |
| F2 | Are multiple lists in the same email properly grouped / separated? |  |

### Section G:  Emails containing Visual Headings

| **ID** | **Requirements** | **Yes/No/NA** |
| --- | --- | --- |
| G1 | Is text intended to act as a visual heading styled with the built in heading tags (H1 through H6)? |  |
| G2 | Do heading styles follow a logical hierarchical progression? (Do not skip) |  |
| G3 | Are heading styles refrained from being used on text that has been visually altered purely for decoration? |  |
| G4 | Does the Heading text accurately describe the sectional content? |  |

### Section H:  Email containing other common elements

| **ID** | **Requirements** | **Yes/No/NA** |
| --- | --- | --- |
| H1 | Is the language properly set for foreign words or phrases? |  |
| H2 | Are all attachments 508 compliant? |  |