Microsoft

Accessibility in Microsoft Office 365

Microsoft Office 365 is an online subscription service. With Office 365, you automatically get the latest versions of Office programs such as Word, Excel, and PowerPoint. Depending on the kind of subscription that you have, Office 365 offers many other services.

Accessibility in Office Online

Microsoft Office Online allows you to access and edit files online in your web browser, so all the keyboard shortcuts and other accessibility features that you know from the browser work in Office Online. More accessibility features in Office Online:

Support for assistive technology products. Word Online and PowerPoint Online have display modes that make them accessible to screen readers. If you use assistive technologies, such as a screen reader or speech recognition software, you will have the best experience in Office Online if the assistive technology that you use supports WAI-ARIA. Office Online provides WAI-ARIA support for assistive technologies (WAI-ARIA stands for Web Accessibility Initiative-Accessible Rich Internet Applications).

Use familiar keyboard shortcuts. Many keyboard shortcuts from the Office desktop applications—such as Ctrl+B, Ctrl+S, and Ctrl+C—work as they do in Office on your desktop.

Work on and share Office documents with OneDrive. Office Online and OneDrive let you access files and share files with others from anywhere. Office Online is available for personal use in OneDrive for individuals, and for small businesses and organizations that subscribe to select Office 365 services.

Make your Office 365 experience accessible with features in Windows and Internet Explorer

Change how your screen appears. Most Office 365 components work in a web browser so the accessibility features in Windows, Internet Explorer, and other browsers are utilized when using Office Online.

Use accessibility features of Internet Explorer to improve accessibility of Office Online—to zoom in on a webpage, and change the color and fonts used on webpages. If you're using a different browser, look for information in that browser's Help about how to customize your display to the size, fonts, and colors you prefer.

Office 365 combines commonly used Office services including:

- Ability to create and edit Office files online with Office Online
- Instant messaging, calls, and meetings with Lync Online
- Team document sharing and websites with SharePoint Online
- Email and calendaring with Exchange Online and Outlook Web App.

Learn more about Accessibility in Office 365
www.microsoft.com/enable/ products/office365

Use high contrast themes to view webpages

Office 365

Accessibility in Lync Online for instant messaging, calls, and meetings.
Lync provides many accessibility features including keyboard navigation and keyboard shortcuts. You can also use the accessibility features of the browser, such as high contrast, sharing notification, and screen reader support.

Hear incoming messages read aloud if you use a screen reader. You're also notified if your screen is being shared, and will be told the keyboard hotkey combination to access the sharing toolbar.

Use keyboard shortcuts for common tasks. Lync includes several frequently used keyboard shortcuts that make it easier to navigate and move between active windows. For example, Press Ctrl+1 to go to the Contact List tab in the main window, or press Ctrl+F to send a file from a conversation window.

Accessibility in SharePoint Online for team document collaboration and websites

SharePoint Online includes More Accessible Mode, keyboard shortcuts, easy tab navigation, and help for web managers who want to ensure the webpages they create are accessible.

Use your browser's keyboard shortcuts to navigate SharePoint Online.

Navigate the page with efficiency. The webpage and navigation elements on a SharePoint website follow a logical and intuitive tab order which allows you to navigate a webpage without a mouse.

Enable More Accessible Mode to change the way a webpage renders and to allow items such as menus and optimized fields to work better with assistive technologies such as screen readers.

**Accessibility in Exchange Online for email and calendaring**.
With the Outlook Web App and Exchange Online, you can listen to email on your phone, manage your calendar, and use familiar keyboard shortcuts when you are managing email and your calendar online.

Use keyboard shortcuts to navigate in your browser. You can also use the Tab key to switch the cursor between elements on your screen, and Alt + key combinations to switch between menus.

Listen to your email over the phone. You can manage your email inbox when using an analog, digital, or mobile telephone. You can use touch-tone or voice commands on your phone to hear email messages read aloud, listen to voice messages, interact with your Outlook calendar, and access your personal contacts.
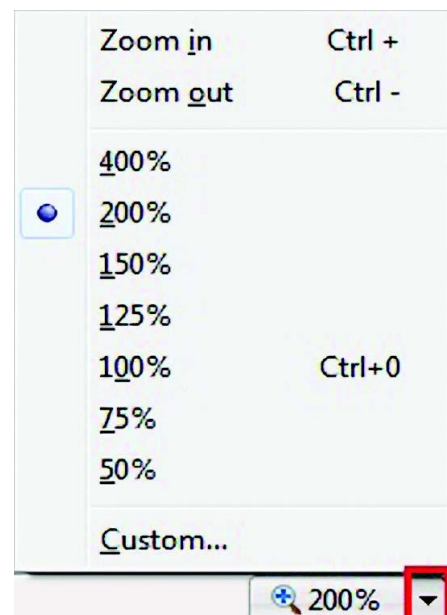
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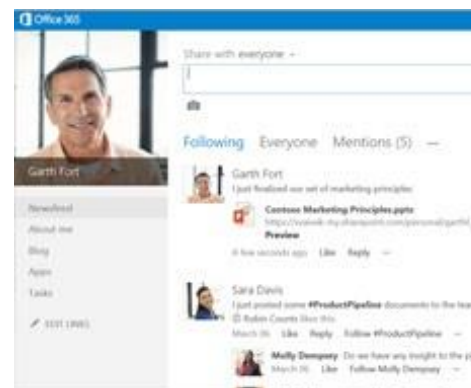
Connect with employees across the enterprise with SharePoint

Office 365