Accessibility in Microsoft Office 365

Microsoft Office 365 is an online subscription service that provides email, shared calendars, the ability to create and edit documents online, instant messaging, web conferencing, a public website for your organization, and internal team sites.

Office 365 combines Office services including:

- **Documents on the web with Office Web Apps,** and on your desktop with Office and Office Professional Plus
- **Email and calendaring with Exchange Online**
- **Instant messaging, phone calls, and meetings with Lync Online**
- **Team collaboration with SharePoint Online** for document sharing and team websites.

Accessibility features are built into the Office 365 services.

Accessibility features in Office Web Apps

More Information

Watch the video [What is Office 365?](#) to learn more about how Office 365 puts services together.

Learn more about accessibility features in:
- [Office 365](#)
- [Office Web Apps](#)
- [Lync 2010](#)
- [Exchange Online](#)
  [SharePoint Online](#)
- [Office 2010](#)

Blogs:

- [Office Web Apps Accessibility](#)
- [Why Microsoft: Office 365 is Accessible](#)

Microsoft Office Web Apps extend your Microsoft Office experience to the web browser, where you can work with documents right on the website where the document is stored.

Office Web Apps provide screen reader support, keyboard accessibility, and high contrast modes.

Read and edit files in your browser
Office Web Apps are web versions of Word, Excel, PowerPoint, and OneNote that let you read and edit documents right in your browser, and easily share those documents with others. Office Web Apps include accessibility features.

Use familiar keyboard shortcuts
Keyboard shortcuts from the Office desktop applications such as Ctrl+B, Ctrl+S, and Ctrl+C all work as they do in Office on your desktop. You can also press the Tab key and Shift+Tab to move back and forth between elements on any page.

- Keyboard shortcuts in Word Web App
- Keyboard shortcuts in Excel Web App
- Keyboard shortcuts in PowerPoint Web App
- Keyboard shortcuts in OneNote Web App

Work on and share Office documents with SkyDrive
Office Web Apps are available for personal use in SkyDrive, for organizations that have installed and configured Office Web Apps on their SharePoint website, and for professionals and organizations that subscribe to select Office 365 services.

Accessibility in Exchange Online for email and calendaring

Use keyboard shortcuts
In addition to the shortcuts you use 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 interact with your email mailbox when using an analog, digital, or mobile telephone. You can use touchtone 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.

Accessibility in Lync Online for instant messaging, phone calls, and meetings

Hear incoming messages read aloud
Incoming instant messages and "toast" notifications can be read aloud by screen readers. 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

Use your browser's keyboard shortcuts
Keyboard shortcuts in your Web browser—find Internet Explorer 9 keyboard shortcuts—are designed to also work when you are using SharePoint Online. You may still be able to use the Tab key to move between commands in browsers that do not support shortcut key combinations,

Navigate the page using the Tab key
The webpage and navigation elements on a SharePoint website—including the ribbon—follow a logical and intuitive tab order which allows you to navigate a webpage without a mouse.

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

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

Change how your screen appears

Most Office 365 components are viewed in a Web browser so the accessibility features in Windows, Internet Explorer, and other browsers are utilized when you are using Office Web Apps. Learn how to make the computer easier to see to improve your Office 365 experience.

Web App screen with High Contrast setting

Use accessibility features in Internet Explorer 9, Internet Explorer 8, and Internet Explorer 7 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.
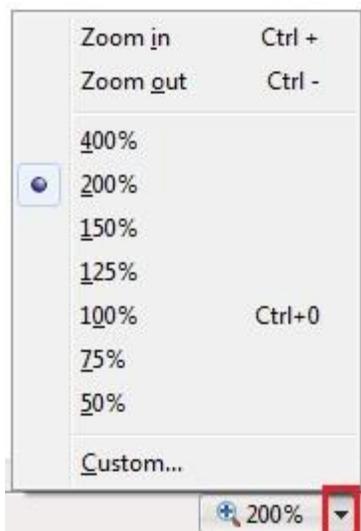
Zoom feature on the Internet Explorer status bar

Accessibility in Office on your desktop

Use Office 2010 accessibility features

Office 2010 includes many features that both make it easier for people with disabilities to use, and for all content creators to make more accessible documents, presentations, and other materials.