

# Digital Accessibility Statement for Microsoft Outlook

This accessibility statement applies to Microsoft Outlook

Outlook is provided by Microsoft on behalf of the University of Huddersfield. We want as many people as possible to be able to use this website. For example, you should be able to:

- change colours, contrast levels and fonts
- zoom in up to 300% without the text spilling off the screen
- navigate most of the website using just a keyboard
- navigate most of the website using speech recognition software
- listen to most of the website using a screen reader (including the most recent versions of JAWS, NVDA and VoiceOver)

We've also made the website text as simple as possible to understand.

[AbilityNet](#) has advice on making your device easier to use if you have a disability.

## How accessible this website is

[Microsoft's Accessibility Declaration of Conformance Report for Outlook](#) has identified the platform as partially supporting WCAG 2.1 AA accessibility standard where applicable.

## Feedback and contact information

If you need information on this website in a different format, including accessible PDF, large print, easy read, audio recording, or braille, please contact:

### **The Library Disability Support Advisor**

Call: +44 1484 473925

Email: [library.disability.support@hud.ac.uk](mailto:library.disability.support@hud.ac.uk).

We will consider your request and get back to you within 2 working days during normal office hours, Monday-Friday.

## Reporting accessibility problems with this website

If you find any issues not identified within [Microsoft's Accessibility Declaration of Conformance Report for Outlook](#) or think the site is not meeting accessibility requirements, email [it.support@hud.ac.uk](mailto:it.support@hud.ac.uk). Please be as specific and detailed as you can.

## Enforcement procedure

The Equality and Human Rights Commission (EHRC) is responsible for enforcing the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018 (the 'accessibility regulations'). If you're not happy with how we respond to your complaint, contact the [Equality Advisory and Support Service \(EASS\)](#).

## Contacting us by phone or visiting us in person

Most of our lecture theatres have audio induction loops, alternatively, we may be able to arrange a British Sign Language (BSL) interpreter if you contact Disability Services prior to your arrival.

### Contact Disability Services

Call: +44 1484 471001

Email: [disability@hud.ac.uk](mailto:disability@hud.ac.uk)

In person: iPoint, Level 4, Student Central, University of Huddersfield, Queensgate, Huddersfield, HD1 3DH.

## Technical information about this website's accessibility

The University of Huddersfield is committed to making its website accessible, in accordance with the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018.

## Compliance Status

This website is partially compliant with the [Web Content Accessibility Guidelines version 2.1](#) AA standard.

## **Preparation of this accessibility statement**

This statement was prepared 6 August 2021 It was last reviewed on 6 August 2021.  
The [accessibility declaration of conformance](#) has been prepared by Microsoft.