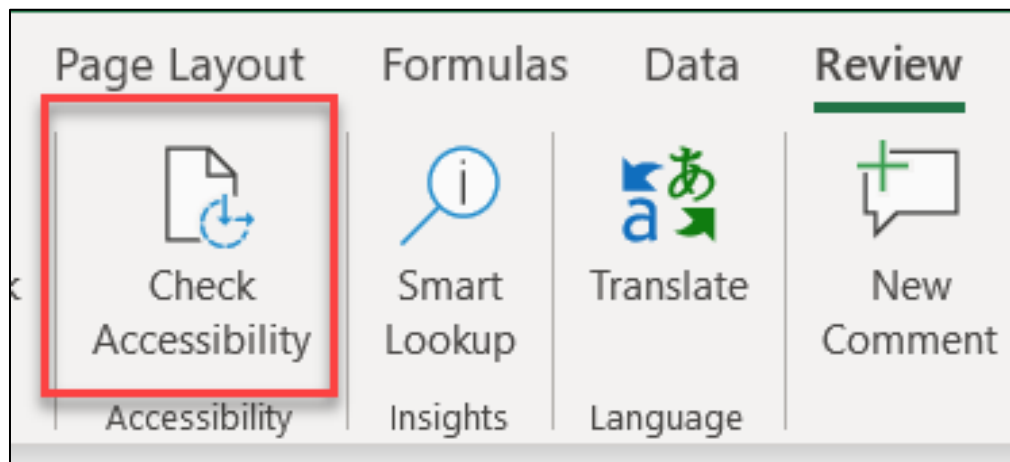# Utilizing Microsoft 365 Accessibility Checker

Enabling Accessibility Checker (ALL Microsoft 365 Programs)

1. On the ribbon located across the top of Microsoft PowerPoint, select the **Review** tab.
2. Select **Check Accessibility.**

3. Any accessibility errors will appear on the right side of your screen. Review these errors and interact with the list of errors, warnings, and tips on how to fix any issues.

Fixing Errors Through Recommendations

1. To manage accessibility errors and warnings with ease, select one of the issues in order to open the **Recommended Actions** list. This will allow you to make a one-click fix by selecting an action option.
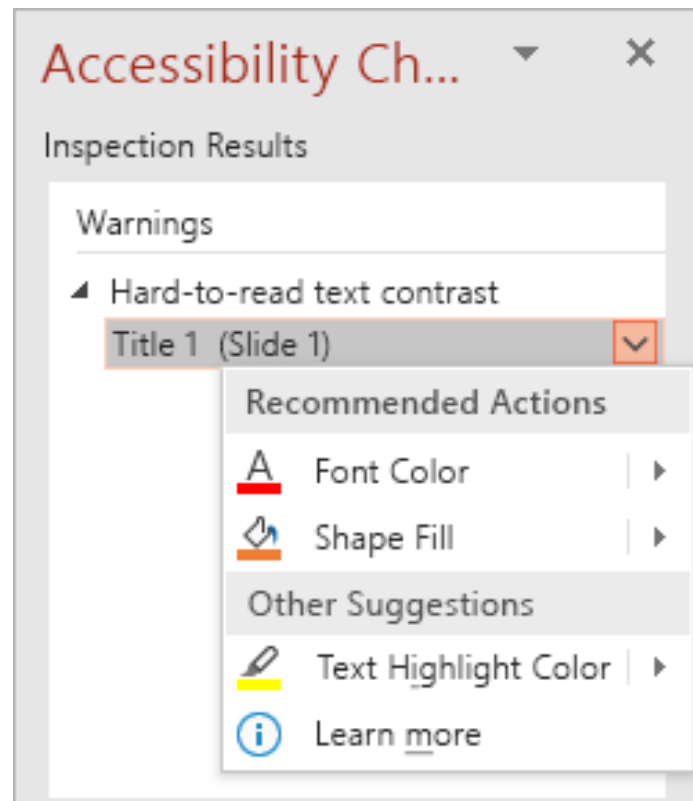
Checking accessibility as you work

1. If you'd like to have the Accessibility Checker evaluate your document as you work on it, select the **Keep accessibility checker running while I work** check box. By selecting the check box, you will also add the Accessibility button to your status bar. You can open the Accessibility Checker whenever you'd like by selecting the Accessibility button on your status bar.