

Google Workspace user guide to accessibility

This page is for Google Workspace users. If you're an administrator, see also the [Administrator guide to accessibility](#) .

You can use Google Workspace for online collaboration, organization, and productivity. These resources can help you get started with Google Workspace using assistive technology.

To learn about more accessibility features, visit the [Google Belonging website](#) .

Note: Some Google products might give additional guidance in their documentation. For product documentation, refer to the resources listed below.

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Recommended browser and screen readers

Google Workspace recommends Chrome and:

- NVDA or JAWS on Windows
- ChromeVox on ChromeOS
- VoiceOver on MacOS

Google Calendar

Use Google Calendar to create events, share your schedule, and send reminders. You can use Calendar with a screen reader and keyboard shortcuts.

Resources:

- [Accessibility in Google Calendar](#) 
- [Use Google Calendar with a screen reader](#) 
- [Use keyboard shortcuts in Google Calendar](#) 
- [Use Outlook with Google Workspace](#) 

Google Chat

You can participate in private or group conversations and use apps to help automate your work. Accessibility features include screen reader support and keyboard shortcuts.

Resources:

- [Accessibility in Google Chat](#) 
- [Use Google Chat with a screen reader](#) 
- [Use Google Chat keyboard shortcuts](#) 

Chromebooks

Use a Chromebook to create content, browse the internet, and communicate and collaborate with people. You can use the built-in ChromeVox screen reader, a braille display, and the on-screen keyboard.

Resources:

- [Use accessibility features in Chromebook](#) 
- [Turn on Chromebook accessibility features](#) 
- [Use the built-in screen reader on your Chromebook](#) 
- [Use your Chromebook keyboard](#) 
- [Zoom in or magnify your Chromebook screen](#) 
- [Use a braille device with your Chromebook](#) 
- [Use captions on your Chromebook](#) 
- [Use the on-screen keyboard](#) 
- [Use switch access](#) 
- [Use a text cursor to navigate & select text](#) 
- [Automatically click objects on your Chromebook](#) 
- Videos: [Chrome & Chrome OS Accessibility](#) 

Chrome browser

Use Chrome browser to search the internet and work with web apps. You can use Chrome browser with a screen reader, set high contrast and custom colors, and zoom in on the page.

Resources:

- [Accessibility on Chrome](#) 
- [Use Chrome with accessibility extensions](#) 
- [Use TalkBack to browse the web with Chrome](#) 
- [Chrome keyboard shortcuts](#) 
- [Use a text cursor to navigate & select text](#) 
- [Change text, image & video sizes \(zoom\)](#) 
- Videos: [Chrome & Chrome OS Accessibility](#) 

Classroom

You can create and join classes, manage assignments, and provide feedback on student work. You can navigate and work in Classroom using a screen reader and keyboard shortcuts.

Resources:

- [About Classroom](#) 
- [Use a screen reader with Classroom on your computer \(for students\)](#) 

Google Cloud Search

Use Google Cloud Search to find the information you need at work. You can use a screen reader to search across your organization's content in Google Workspace services or third-party data sources.

Resources:

- [Use Cloud Search with a screen reader](#) 
- [Supported Google Workspace services in Cloud Search](#) 

Google Docs

You can create, edit, and collaborate on text documents. You can navigate and edit documents with a screen reader and keyboard shortcuts, and use a braille display.

Resources:

- [Accessibility in Google Docs editors](#) 
- [Use Google Docs editors with a screen reader](#) 
- [Use Google Docs with a screen reader](#) 
- [Collaborate & comment with a screen reader](#) 
- [Use Google Docs editors with magnification & high contrast](#) 
- [Type & edit with your voice](#) 
- [Keyboard shortcuts for Google Docs](#) 
- [Make your document, presentation, sheets & videos more accessible](#) 
- Video: [Getting started with Google Docs using a screen reader](#)  (18.9 minutes)

Google Drawings

Create, edit, and collaborate on drawings and insert them into Google Docs, Sheets, or Slides files. You can edit and navigate the Drawings UI with a screen reader and use a braille display.

Resources:

- [Accessibility in Google Docs editors](#) 
- [Use Google Docs editors with a screen reader](#) 
- [Collaborate & comment with a screen reader](#) 

Google Drive on the web

Create, store, and edit files using Google Drive on the web. You can use a screen reader and keyboard shortcuts to organize files into folders, store files for access from any device, and share files with others.

Resources:

- [Use Google Drive with a screen reader](#) 
- [Keyboard shortcuts for Google Drive on the web](#) 
- Video: [Getting started with Google Drive using a screen reader](#)  (19.5 minutes)

Google Drive sync application

Use the Google Drive for desktop application to synchronize local files with Google Drive on the web. With Google Drive for desktop, files in **My Drive** and shared drives stream to your computer. You can access your files anywhere, at any time, on any device. Google Drive for desktop also works with a screen reader.

Resources:

- [Screen readers that work with Google Drive](#) 
- [Use Drive for desktop with work or school](#) 

Google Forms

You can create forms, quizzes, and surveys; share them with people; and track responses. You can create, edit, and navigate forms with a screen reader and keyboard shortcuts.

Resources:

- [Accessibility in Google Docs editors](#) 
- [Use Google Forms with a screen reader](#) 
- [Keyboard shortcuts for Google Forms](#) 

Gmail

Use Gmail to send and receive email in Google Workspace. You can also manage contacts and organize your messages with labels and inbox tabs. You can work with your email using a screen reader and keyboard shortcuts and set a high-contrast theme.

Resources:

- [Accessibility in Gmail](#) 
- [Use Gmail with a screen reader](#) 
- [Keyboard shortcuts for Gmail](#) 
- [Add Gmail to another email client](#) 
- [Use Outlook with Google Workspace](#) 
- [Change your Gmail background](#) 

Google Groups

You can create and participate in discussion groups, email lists, and support sites. You can work in Groups with a screen reader and use keyboard shortcuts. Important screen elements have hints that are read by screen readers.

Resources:

- [Use Google Groups with a screen reader](#) 
- [Keyboard shortcuts for Google Groups](#) 

Google Keep

You can use Google Keep to create, edit, share, and organize notes and checklists. You can work in Keep with a screen reader and use keyboard shortcuts.

Resources:

- [Use Google Keep with a screen reader](#) 
- [Keyboard shortcuts for Google Keep](#) 

Google Meet

Use Google Meet to have video meetings with people inside or outside of your organization. You can join from a computer, mobile device, or conference room. You can participate in video meetings using a screen reader and keyboard shortcuts, and you can display the captions of the person speaking.

Note: If you record a video meeting, captions are not recorded and don't appear when you play the recording.

Resources:

- [Accessibility in Google Meet](#) 
- [Use Google Meet with a screen reader](#) 
- [Use live captions in Google Meet](#) 
- [Use Meet keyboard shortcuts](#) 
- [Use Transcripts with Google Meet](#) 
- [Pair tiles in Google Meet](#) 

Google meeting room hardware

Use Google meeting room hardware to join and participate in voice and video meetings. You can turn on screen magnification, spoken feedback, and live captions.

Note: If you record a video meeting, live captions are not recorded and don't appear when you play the recording.>

Resources:

- [Make devices and services more accessible](#) 
- [Use captions in a Meet hardware video meeting](#) 
- [Turn on accessibility settings](#) 
- [Use the remote control for accessibility](#) 

- [Use the Google Meet touchscreen for accessibility](#) 

Google Sheets

Use Google Sheets to create, edit, and collaborate on spreadsheets. You can edit and navigate spreadsheets with a screen reader and keyboard shortcuts, and use a braille display.

Resources:

- [Accessibility in Google Docs editors](#) 
- [Use Google Docs editors with a screen reader](#) 
- [Use Google Sheets with a screen reader](#) 
- [Collaborate & comment with a screen reader](#) 
- [Keyboard shortcuts for Google Sheets](#) 
- [Use Google Docs editors with magnification & high contrast](#) 
- Video: [Getting started with Google Sheets using a screen reader](#)  (26.3 minutes)

Google Slides

Use Google Slides to create, edit, and collaborate on presentations. You can navigate and edit presentations with a screen reader, use a braille display, and present with live captions.

Resources:

- [Accessibility in Google Docs editors](#) 
- [Use Google Docs editors with a screen reader](#) 
- [Use Google Slides with a screen reader](#) 
- [Collaborate & comment with a screen reader](#) 
- [Present slides with captions](#) 
- [Keyboard shortcuts for Google Slides](#) 
- [Use Google Docs editors with magnification & high contrast](#) 
- [Make your document, presentation, sheets & videos more accessible](#) 
- Video: [Getting started with Google Slides using a screen reader](#)  (16 minutes)

Google Sites

Create websites that are private, shared with specific people, or open to everyone on the web. You can navigate and edit websites using a screen reader and keyboard shortcuts.

Resources:

- [Use Google Sites with a screen reader](#) 
- [Keyboard shortcuts for Google Sites](#) 
- [Make your site more accessible](#) 

Google Vids

Google Vids is an AI-powered, video-creation app. With Vids, you can create custom videos right in your web browser—no special software or video-editing skills required.

Resources include:

- [Accessibility in Google Docs editors](#) 
- [Keyboard shortcuts for Google Vids](#) 
- [Use Google Vids with a screen reader](#) 
- [Best practices for Google Vids](#) 

Google Voice

Use Google Voice for calls, text messages, and voicemail. You can use your Google voice phone number to dial domestically and internationally using your web browser and mobile devices. You can use Google Voice with a screen reader and keyboard shortcuts.

Resources:

- [Google Voice Accessibility Plan](#) 
- [Use Google Voice with a screen reader](#) 

Support and feedback

Get support

You can get help and information from these sources:

- [Google Accessibility Help Center](#) 
- [Disability Support team](#) 
- [Google Belonging website](#) 
- [Google Workspace Learning Center](#) 
- [Google Workspace Administrator Help Center](#) 

Send feedback

You can send comments or questions about the accessibility of Google products on this website: [Get in touch—Google Accessibility](#) 

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