Hadley

Calendar Basics Sample

Presented by Ricky Enger

**Ricky:** Hello, my name is Ricky Enger and today we will get a quick intro to the Outlook Calendar. We'll explore different methods of viewing our calendar, and we'll learn how to move to a specific date in the calendar. We're using NVDA as our screen reader, but the concepts we learned here will be pretty similar no matter which screen reader we're using. Hey, wouldn't it be nice if we could easily remember everything we have to do in a day? And remember what time we should do it?

Yeah, we'd all like that, but it's just not realistic. That's where the Outlook Calendar comes in. It's a place where we can add all those appointments that we try to keep track of on our own, and then we can just let the program take care of reminding us. Sounds good, right? So let's get started. We're in Microsoft Outlook and we're focused in our inbox. To get to the calendar from here, we just need to press one shortcut key Control plus the number two.

**Ed:** Now that you've had a chance to learn a bit with us, we'd like to learn more about you. Your name, email address, how you heard about Hadley, and your relationship to vision loss. Learning more will give us a better understanding of how to personalize Hadley just for you. And don't worry, everything you share with us online will be kept safe and secure. Of course, if you'd prefer to talk through these questions, we're just a phone call away at 800.323.4238.

Taking these few steps saves your preferences so you can continue right where you left off, and track your progress every time you log on. Plus, it connects you to the Hadley community and helps sustain our funding to keep Hadley free of charge. And last but not least, it gives you direct access to experts, like me. Now, where were we?