Hadley

Email: Forward Sample

Presented by Ricky Enger

**Ricky:** Hello, my name is Ricky Enger, and today we'll discover how to forward an email message in Microsoft Outlook. We're using NVDA as our screen reader, but the concepts we learn will be pretty similar, no matter which screen reader we're using. Every day is an adventure in the Outlook inbox. We can receive just about anything, and sometimes we even get things that are worth sharing with other people. One are these chain letters that says we'll get tons of money if we just send the email to eight other people.

Yeah, that's not a great example of something we wanna share. But this recipe for banana bread we received in our Replying To All workshop in this series. Now that's worth passing along. So how do we share this with someone else? Outlook makes it pretty easy to do with a feature called forwarding. That's basically sending this message onto someone else without having to copy it or retype it, or anything time consuming like that.

**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?