Hadley

Email: Open, Close, Delete Sample

Presented by Ricky Enger

**Ricky:** Hello, my name is Ricky Enger and today we'll begin working with messages in Microsoft Outlook. We'll open and read a message, learn a couple of ways to close a message and we'll delete messages we no longer need. We're using NVDA as our screen reader, but the concepts we learn here will be pretty similar no matter which screen reader we're using.

Anticipation, it's that thing we feel when we've ordered something and we're waiting for it to ship or when we're sitting by the phone, hoping for that call giving us good news. Or when we're listening for that sound from Outlook signifying that a new message has arrived. Yeah, that sound! What is it? What did we get? Let's open it! Feels like Christmas morning, doesn't it? Okay, maybe not, but it's still kind of exciting when we receive a message we've been waiting for. Like this one from Hadley with information about talking tablets.

**Screen Reader:** Unread from LearnTech, subject re: talking tablets.

**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?