Hadley

Email: Reply Sample

Presented by Ricky Enger

**Ricky:** Hello, my name is Ricky Enger and today we'll reply to a message in Microsoft Outlook. 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. Email is kinda like a game, you know? It's like when we toss the ball back and forth and then the ball always bounces off my head for some reason. And then okay, wait. No, not exactly like that. But there is the same concept of passing something back and forth. We send an email out. We get a lovely one back. And then it's our turn to reply.

So how exactly do we do that? It's actually really easy. In fact, the hardest part of this whole exercise is figuring out what we want to say. So let's find the message we wanna reply to by using our arrow keys to move through the list of messages.

**Screen Reader:** 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?