Hadley

Email: Save Attachment Sample

Presented by Ricky Enger

**Ricky:** Hello, my name is Ricky Enger and today we'll learn about saving attachments 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. So attachments, yeah they're not just for vacuum cleaners. We can have them for email as well but, what exactly are they and what do we do with them?

Well, an attachment is something aside from the text we type an email and we can send them to people as well as receive them from others. An example might be a cat picture, a document with stories about cats or a sound file with a cat saying, "Num, num, num" while eating sour cream. Oh and actually, attachments don't even have to be about cats. So let's head over to our inbox and see if anyone has sent us interesting things today.

**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?