Hadley

Email: Searching Sample

Presented by Ricky Enger

**Ricky:** Hello, my name is Ricky Enger and today we'll learn about searching the inbox in Microsoft Outlook. We're using NVDA as our screen reader, but the concepts we learn will be pretty similar no mater which screen reader we're using. Where did it go? It has to be here somewhere. Where in the world is that thing? Do those phrases sound familiar? Yeah, we misplace things from time to time, and it really is frustrating.

For some things we can use a luggage locator or similar device, where we press a button and listen for the beeping. But what about for email? How do we find a message we're looking for without having to move through everything in our list? Well, it's not exactly like a luggage locator, but Outlook gives us a really easy way to quickly find what we're looking for.

**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?