Hadley

Email: Send Attachments Sample

Presented by Ricky Enger

**Ricky:** Hello, my name is Ricky Enger and today we'll learn about sending an attachment to 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. Giving gifts is one of the most awesome things ever, isn't it? We spend time searching for that perfect gift to brighten someone's day and then we try to wrap it and that's a disaster. And then we realize we don't have a big enough gift bag and wow, that went downhill fast, didn't it?

Well, there is a solution to this. We can't use it for every occasion but sometimes, the perfect gift for someone might be a document with a poem we've written or a sound file of cute puppy noises. The possibilities are endless really but how do we get that file from our computer to someone else's? We can do that by sending an attachment in Microsoft Outlook.

**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?