Hadley

Email: Send Sample

Presented by Ricky Enger

**Ricky:** Hello, my name is Ricky Enger and today we'll get a quick intro to Microsoft Outlook. We'll actually send an email to someone by the time we're done here. How cool is that? 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. If you want to be ready to send an email, you first need to make sure that your email account is set up in Microsoft Outlook.

We won't be able to walk through that part of the process together, but once that's done, you'll be ready for what we're doing today. We'll open Outlook from our desktop today and we'll also be using modifier keys like the Alt key and the Insert key to accomplish some of our tasks. If these things aren't completely familiar to you, we've got some great resources that cover these topics. Specifically, check out the Navigating Our Desktop workshop.

**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?