Hadley

Email: Forward Sample

Presented by Vikki Vaughan

**Vikki:** Hi, I'm Vikki Vaughan, and today we'll learn how to forward an email in Microsoft Outlook. This workshop is intended for users with low vision. If you use a screen reading program, be sure to check out our screen reading version of this workshop. Emails often contain information that we wish to share with others, whether it be a work memo, a recipe, or a funny joke. Microsoft Outlook provides several methods to accomplish this quickly and easily.

Let's jump into our inbox to learn how. At the top of our list we see an email from my friend, Ricky. She's asking for a recipe for French silk pie, and it just so happens that my co-worker, Tonya, makes a fantastic version of this dessert. Instead of writing Tonya to repeat Ricky's request, let's investigate an easier method. It's called forwarding an email. We can think of it as placing a letter from one person in an envelope and mailing it to another person.

**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?