



Outlook with Screen Reader

Keyboard Shortcuts

Email: Send

Windows key + D: Moves to the desktop

O: Moves you to Outlook

Control + N: Opens a new email for you to write

Tab: Moves you to the next edit field

Alt + U: Moves you to the subject field

Shift + Tab: Moves you back through the form fields

Alt + S: Sends an email

Email: Inbox

Down Arrow key: Moves through your list of messages

Alt + V and then P + N: Gets to the controls to turn off the reading pane

Email: Open, Close, Delete

Enter: Opens the email you're on

Control + Home: Gets to the top of the message

Insert + Down Arrow key: Screen reader reads the whole email

Down Arrow key: Screen reader reads the email line by line

Right Arrow key: Screen reader reads the email character by character

Control + Right Arrow key: Screen reader reads the email word by word

Control + Left Arrow Key: Screen reader moves back word by word

Escape or Alt + F4: Closes an email

Control + D: Deletes an open message

Email: Reply to One Person

Control + R: Creates a reply email

Control + Home: Gets to the top of the message

Alt + S: Sends your email response

Email: Reply to All

Shift + Tab: Moves back from the main message to the Cc: field

Right or Left Arrow key: Moves forward or backward through the names

Control + Shift + R: Creates a reply email that goes to all the recipients in the original email

Control + Home: Gets to the top of the message

Alt + S: Sends the message

Email: Forward

Control + F: Forwards an email

Tab: Gets you to the main message area

Down Arrow key: Allows you to review the message you're forwarding

Control + Home: Moves to the top of the message

Alt + S: Sends the message

Email: Folders

Control + Y: Brings up a list of existing folders

Down Arrow key: Navigates through the folders

Escape: Closes the dialog box of folders

Control + Shift + E: Creates a new folder

Control + Y + Right Arrow key: Expands the inbox folder

Control + Y: Moves back to your inbox

Email: Move and Copy Emails into Folders

Control + Shift + V: Moves an email

Right Arrow key: Expands a collapsed folder to get to any subfolders

Control + Shift + Y: Copies an email

Control + Y: Navigates to folders

Email: Save Attachment

Shift + Tab: Screen reader announces the list of attachments that are in an email

Right Arrow key: Moves forward through the list of attachments if there is more than one

Alt + Down Arrow key: Opens the Options menu

P: Preview the attachment

O: Open the attachment

R: Print the attachment

S: Save the attachment

Tab: Moves back to the email message

Escape: Closes the message

Email: Send Attachment

Alt + N: Goes to the Insert section of your ribbon

A + F: Goes to your most recently used files

Down Arrow key: Moves through the list of files to attach

Up Arrow key: Takes you to “Browse this PC” so you can look for files other than your most recently used

Enter: Attaches your desired file to the email

Shift + Tab: Verifies the attachment is with the email

Email: Adding a Signature

Alt + F + T: Navigates to your Outlook options

Down Arrow key: Gets you to the Mail category in the Outlook options

Alt + N: Creates a new signature

Alt T and then Shift + Tab: Allows you to type your signature line

Escape: Returns you to the inbox

Email: Searching for an Email

Control + E: Navigates to an edit box where you can type the term or keyword you're searching for

Shift + Tab: Searches through your emails for your keyword or term you entered

Arrow keys: Moves through your messages that resulted from your search query

Tab: Gets you to the search field, close button, and current folder drop-down menu

Calendar: Basics

Control + 2: Gets you to the calendar

Control + Alt + 1: Day view

Control + Alt + 2: Work Week view

Control + Alt + 3: Standard Week view

Control + Alt + 4: Month view

Control + G: Takes you to a specific day

Calendar: Creating Appointments

Control + 2: Gets you to the calendar

Control + G: Gets you to a specific date

Control + N: Adds a new appointment

Alt + S: Saves the details you've entered for the appointment

Control + 1: Switches back to the inbox

Calendar: Using Appointments

Control + 2: Gets you to the calendar

Control + Alt + 1: Gets you to Day view

Control + Period: Checks any appointments you have today or in upcoming days

Control + Comma: Returns you to previous days