



MS Office

Outlook with Screen Reader

Email: Send

You can send emails with simple steps using Outlook and your screen reader.

This can make everyday online communication with others easy. To get more familiar with how to open Outlook from your desktop and using modifier keys like the Alt and Insert keys, check out Hadley's workshop on navigating the desktop. It's part of the series on using a screen reader with Microsoft Word, and it covers some really important things that you can use in a lot of different programs going forward. **Try it out!**

1. Move to the desktop with the Windows key + D.
2. Press O, which is the desktop shortcut for Outlook.
3. Once you've landed on Outlook 365, press Enter to open it.
4. You are placed in the inbox, the electronic equivalent of a physical mailbox.

5. Press Control + N to write a new email.
6. In the edit field, type the email address of the person you're sending the message to. The screen reader reads aloud what you type.

Tip: With email addresses, an exact format must be followed to make sure it's delivered. For example, someone's email address could be their name, followed by the @ sign, followed by the email provider. There are many email providers out there, so yours might be Gmail, Yahoo, or Comcast. Next comes a period, followed by the last part, which is called the domain name, such as edu, gov, or com.

7. Press the Tab key to move to the next edit field, Cc, which stands for carbon copy. This lets you send an email message to more than one person at a time.
8. Press the Tab key to move to the next edit field, called subject. Alternatively, you can press Alt + U at any time to move to the subject field. Type in a relevant subject so the receiver can have an idea of what the email is about. The screen reader reads aloud what you type.

9. Press the Tab key to move to where you type your main message. The screen reader reads aloud what you type.
10. Use Shift + Tab to move back through the form fields if you want to edit them.
11. After you've finished your message, press Alt + S to send it.

Now you know an easy way to send emails while using Outlook and a screen reader. Why not try it out to see how it works for you?