



MS Office

Outlook with Screen Reader

Email: Send Attachment

An attachment is a computer file you can send along with your email message.

You can attach a document, photo, video, or sound file to an email and send it others. **Give it a try!**

1. Navigate to your inbox and write an email you want to send an attachment with.
2. Press Alt + N to get to the Insert section of your ribbon.

Tip: A ribbon is a collection of options and features available to you in Outlook and other programs, and it appears visually at the top of the screen.

3. Press A for attach and then F for file. Outlook takes you to your most recently used files.
4. Move through the list of attachments with your down arrow key to find the file you want.
5. Press Enter to select the desired file you want to attach.

6. The file is attached to the email, and Outlook puts you back in the body of your message in case you want to add something to what you've written.
7. You can press Shift + Tab, and the screen reader verifies the attachment is with the email.
8. If you want to attach a file that isn't in your recently opened files list, press Alt + N to get to the Insert section of your ribbon.
9. Press A for attach and then F for file.
10. Outlook takes you to your most recently used files, but this time press the up arrow key until you hear "Browse this PC." Press Enter.
11. Press Shift + Tab to move backward through the list to confirm what folder you are in.
12. Press the Backspace key to move out of that folder and into a list of folders on your computer.
13. Use your left and right arrow keys to move through this list to find your desired folder, then press Enter.

14. Use your arrow keys to find the file you want to attach, then press Enter. It is now attached to the email.

You can send attachments like documents, photos, videos, or sound files to people through email. Try it out!