



MS Office

Outlook with Screen Reader

Email: Searching

You can use the search bar at the beginning of the Outlook page to search for messages from specific people.

Find an email by searching for the sender's name, for a word in the subject line, or even for a word or phrase in the message or in an attachment. **Try out these steps to easily find an email you're searching for.**

1. Navigate to your inbox and press Control + E.
2. You land on an edit box where you can type the term or keyword you're searching for.
3. After you've typed your search term, press Shift + Tab.
4. Move through the messages that result from your search by pressing the arrow keys. The screen reader reads who the message is from and the subject of the email.

There are ways you can make the search even more powerful.

5. Press Tab to find the search field, and press Tab again to get to the close button.
6. Press Tab again to move to “current folder” and open it with the spacebar. Now use your arrow keys to move through these options. For example, you can choose to search all of your Outlook items and not just the current folder. Explore these options to see how specific your search can get.
7. Select an option using the Enter key or press Escape to close the list of options.
8. Press Tab to get back to the search edit field and press Tab again to get to the close button.
9. Press the spacebar to activate the close button and return to your regular emails.

So how did it go? Did you try searching for an email you were looking for? There are more workshops exploring email features. Try them out to see which ones work best for you!