



MS Office

Outlook with Screen Reader

Email: Inbox

You can easily navigate your Outlook inbox with a screen reader.

This can make your emails simple to manage. **Try it out!**

1. Move to the desktop with the Windows key + D.
2. Press O, which is the desktop shortcut for Outlook.
3. Alternatively, press the Windows key by itself if you're using Windows 10. This will get you to a search box. Type the word **Outlook**. Once you've selected Outlook from the search results, press Enter to open it.
4. You are placed in the most recent message you've received. The screen reader reads aloud whether the message has been read or not, who it's from, what the subject is, when it was sent, and what size it is.

5. Use the down arrow key to move through your list of messages.
6. Press Alt + V and then P + N to get to the controls to turn off the reading pane. You want to do this to prevent Outlook from saying you've read a message when you haven't yet.
7. Use your arrow keys to move to where it says the reading pane is off, and press Enter to choose that option.
8. Now your messages are marked unread until you open them.

Now you know an easy way to navigate your Outlook inbox while using a screen reader. Try it out to see how it works for you.