



MS Office

Outlook with Screen Reader

Email: Open, Close, Delete

You can easily open, read, close, and delete emails you receive when using Outlook and a screen reader.

Try out these steps to manage your email.

Open and Read

1. Navigate to your inbox, find an email you want to read, and press Enter.
2. Press Control + Home to get to the top of the message.
3. If you want to hear the whole email, press the Insert key and the down arrow key.
4. If you want to hear the email more slowly, line by line, only press the down arrow key. If you miss something, press the up arrow key to go back a line.

5. You can also move ahead character by character with the right arrow key. Move back by using the left arrow key.
6. You can move ahead word by word using the Control key with the right arrow key. Move back by using the Control key with the left arrow key.

Close

7. To close an email, press the Escape key. Alternatively, you can press Alt + F4.

Delete

8. In your inbox, be on the message you want you delete. Press the delete key. If your message is open, use Control + D to delete it.

So how did it go? Did you try to open, read, close, and delete an email using Outlook and a screen reader? There are more workshops exploring email functions. Try them out!