



MS Office

Outlook with Screen Reader

Email: Reply

You can reply to an individual person through email using Outlook and a screen reader.

Check out some ways to communicate effectively with others on the computer.

1. Navigate to your inbox, find an email you want to reply to, and press Enter to open the message.
2. Press Control + R to create a reply email.
3. The screen reader reads Re: and the subject of the email you're responding to. The Re: shows the receiver it's part of an ongoing conversation rather than a brand-new conversation.
4. Outlook automatically fills in the email address of the person you're replying to.
5. Outlook also includes the previous message in this conversation automatically. This makes it

easy to review the entire conversation that's taken place so far.

6. Press Control + Home to get to the top of the message.
7. Type your message.
8. Press Alt + S to send your email response.

Did you try replying to some using Outlook and a screen reader? Now that you've tried this, why not check out another workshop in this series to further improve how you use email?