



MS Office

Outlook with Screen Reader

Email: Reply to All

You can reply to multiple recipients in one email message using Outlook and a screen reader.

Check out how to reply to more than one person in an email.

1. Navigate to your inbox, find an email you want to reply to that was sent to more than one person, and press Enter to open the message.
2. Press Shift + Tab to move back from the main message to the Cc: field to see who else the email was sent to. Move forward through the names by pressing the right arrow key, and move back through the names by pressing the left arrow key.

Tip: It's possible for the sender to put all the recipients in the To: field, so check that field as well to see who has received the message.

3. Press Tab to get to the message.

4. Press Control + Shift + R to create a reply email that goes to all the recipients in the original email.
5. The screen reader reads Re: and the subject of the email you're responding to. The Re: tells the receivers that the email is part of an ongoing conversation rather than a brand-new conversation.
6. Outlook automatically fills in the email addresses of the people you're replying to.
7. Outlook also automatically includes the previous message in this conversation. This makes it easy to review the entire conversation that's taken place so far.
8. Press Control + Home to get to the top of the message.
9. Type your message.
10. Press Alt + S to send your email response to the group.

Did you try replying to multiple persons using Outlook and a screen reader? Then why not check out another workshop in this series to further improve how you use email?

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