



MS Office

Outlook with Screen Reader

Email: Forward

You may want to forward an email to another person.

There are simple ways to forward an email using Outlook and a screen reader without having to copy it or retype it. **Give it a try and see how this option works for you.**

1. Navigate to your inbox, find an email you want to forward, and press Enter to open the message.
2. Press Control + F to forward the email.
3. FW: appears in the subject line telling the receiver it's a forwarded message.
4. Outlook puts you in the "To" field where you can type the email address of the person you want to forward the message to.

5. Press the Tab key to get to the main message area where you can type something in addition to the message you're forwarding, if you like.
6. Press the down arrow to review the message you're forwarding.
7. The screen reader reads who the forwarded email is from, the date it was sent, the people it was sent to, the subject, and the message.
8. Press Control + Home to move back to the top of the message.
9. Press Alt + S to forward it.

You may be surprised at how easy it is to forward an email. Other workshops in this series explore more ways to effectively use email. Try them out!