



MS Office

Outlook with Screen Reader

Email: Folders

You can organize your emails in electronic folders so you don't have a cluttered inbox.

You can create these folders easily using Outlook and a screen reader. **Take a look at how to effectively manage your emails.**

1. Navigate to your inbox.
2. Press Control + Y to bring up a list of existing folders. You land in the inbox folder in the dialog box.
3. Press the down arrow to get to Drafts. These are emails you've started writing but haven't sent yet.
4. Press the down arrow again to get to Sent Items. Here is where Outlook automatically stores emails you've sent to people.

5. Press the down arrow again to get to Deleted messages. Here, you can retrieve a message you accidentally deleted.
6. Press Escape to close the dialog box.
7. You arrive back at your inbox.
8. Create a folder by pressing Control + Shift + E.
9. You are placed in an edit box where you can type in the name of the folder.
10. Press the Tab key to select where to place the folder.
11. Press Enter to place your new subfolder in the inbox folder.
12. Press Control + Y and then the right arrow key to expand the inbox folder.
13. Use the down arrow to find your folders. When you're on the folder you want to open, press Enter.
14. Move back to the inbox by pressing Control + Y.
15. Use the up arrow to move to the inbox folder, and press Enter to open it.

Now you can use email folders to help you organize your inbox. Having a place to put your emails gives you more control over your messages. And you can keep exploring workshops in this series. Try them out to see which ones are the most helpful to you.