



MS Office

Outlook with Screen Reader

Email: Move and Copy

You can move and copy emails into electronic folders to help you organize your messages.

If you haven't created folders before, you may want to check out the workshop on folders. **Try it out!**

Move an Email

1. Navigate to your inbox and find a message you'd like to put into a folder.
2. Press Control + Shift + V, and the screen reader asks where you're moving the message to.
3. Locate the folder you want to move the message to by using your up and down arrow keys. You can also press the first letter of the folder's name to locate it.
4. Press the right arrow key to expand a collapsed folder to get to any subfolders.

5. Once you've found the folder where you want to put the email, press Enter. Outlook moves it from the inbox and places the email in the folder.

Copy an Email

6. You may want to copy an email so it stays in the inbox while a copy goes in a folder.
7. Locate an email you want to copy into a folder.
8. Press Control + Shift + Y to copy it.
9. Use the up and down arrow to find the folder you want to copy it into.
10. Once you find the folder where you want to put a copy of the email, press Enter. The email stays in the inbox while a copy goes into the folder.
11. You return to the inbox. To go to the folder, press Control + Y, navigate to the folder, and press Enter to open it to see the contents.

Now you have techniques for moving and copying an email. Other workshops in this series explore more ways to efficiently use email. Why not check out several to see which ones work best for you?