Outlook 365 with JAWS
Amending Contact Details

Often, the details for one of your contacts will change. For example, they might change their email address or job title. If this is the case, you will need to access their Contact Card in Outlook and update the relevant information.

To view and amend the details for a contact in Outlook 365, in conjunction with JAWS, follow these suggested steps:

1. Ensure you are not in an open message.

2. Press **CTRL and Y.** Upon doing this, the **Go To Folder** dialog box will be displayed. This consists of a list of all of your email accounts and related folders, in a Tree view structure. JAWS will announce the name of the currently selected folder in the list. This is likely to be **Inbox**.

3. From the list of folders, select **Contacts** and press **ENTER**. Upon doing this, the contents of the **Contacts** folder will be displayed.

Note 1: An alternative method of moving to the Contacts folder, is to press the Outlook keyboard shortcut **CTRL and 3**.

By default, contacts are displayed in People view. This is a grid structure, with each grid square containing the details for a contact. The details for a given contact will vary, depending on what information you hold on them. Typically, the contact card for a given contact will include their name, their email address and their company name. The contact cards are arranged in alphabetical order. You can use RIGHT ARROW to move to the next contact card and **LEFT ARROW** to move to the previous contact card. Alternatively, you can press the first letter of a contacts name to move to the first contact beginning with that letter.

4. From the list of contacts, select the desired name and press **ENTER. Upon doing this, the** contact window will be displayed and focus will be in the **Full Name** edit box.

5.   Press **TAB** or **SHIFT and TAB** to move between the controls in the dialog box and amend details as necessary.

Note 2: If you need to amend an email address, you must first select the address, delete it and then retype the new email address. You cannot edit the existing address, as it is formatted as a field (a single entity).

6.   Finally, when you have amended the required information, press **ALT and S** to activate the **Save** button and close the dialog box. Upon doing this, focus will return to the Contacts folder.

To move focus back to the Inbox folder, press the keyboard shortcut **CTRL and SHIFT and I**.