Outlook 365 with JAWS
Attaching a File to an Outgoing email Message

A file attachment can be sent with any email message. The only restriction is the size of the file to be sent. However, as a rule, the only two file types that could give you a problem when sending as attachments are video files and sound files, due to their potential size. Word processed files, spreadsheet files and most picture files should cause no problems whatsoever!

To attach a file from your Documents folder to an outgoing message, in conjunction with JAWS, follow these suggested steps:

1.   With the composed message on screen, press **ALT** to move focus to the upper part of the **Office Ribbon**. Upon doing this, JAWS will announce the name of the currently selected tab.

2.   Press **RIGHT ARROW** or **LEFT ARROW** until the **Insert** tab is selected and then press **TAB** to move focus to the lower part of the **Office Ribbon**. Upon doing this, JAWS will announce the name of the currently selected control. This should be the **Attach File...** sub-menu button.

3.   Press **ENTER** to activate the **Attach File...** sub-menu button. Upon doing this, a dropdown menu will be displayed consisting of a list of recently sent files, as well as a couple of **Browse options**.

4.   Press **UP ARROW** to select the **Browse this PC** menu option and then press **ENTER**. Upon doing this, the **Insert File** dialog box will be displayed.

The **Insert File** dialog box allows you to select a drive, folder and file. This dialog box is the same as the **Open** dialog box found in many Microsoft applications. The default location currently being displayed should be **Documents**.

An alternative method of choosing an option from the **Office Ribbon** is to press a sequence of keys. The sequence of keys to press to quickly display the **Insert File** dialog box are as follows:

ALT followed by **N** then **A** then **F** then **B**

5.   Press **SHIFT and TAB** twice to move focus to the list of folders and files. Upon doing this, JAWS will say the name of the currently selected item.

6.   Press **DOWN ARROW** or **UP ARROW** until the desired file is selected. Alternatively, you can press the first letter of the desired file until it is selected in the list.

Note 1: If the file you want to attach is inside a folder, first select the folder and then press **ENTER** to display its contents.

7.   When you have selected the desired file, press **ENTER**. Upon doing this, you will be returned to your message and the file will be present between the **Subject** edit box and the body of the message.

Note 2: An alternative method of attaching a file to an outgoing message, is to first locate it using File Explorer. Then, press **CTRL and C** to Copy it to the clipboard. Then, in the body of the outgoing message, press **CTRL and V** to paste the file into the message. Upon doing this, the file will be present between the Subject edit box and the body of the message.

8.   Check your message for accuracy and then send it by pressing **ALT and S** or **CTRL and ENTER**.

That's it! Your message will be sent, along with the attached file.