Outlook 2019 with JAWS
Creating a New Contact Group

If you regularly send email messages to the same group of people, it would be beneficial to create a Contact Group and then add the email addresses of those people to it. This will enable you to insert just the name of the group into the **To** field of an outgoing message, instead of each individual person's email address.

To create a new Contact Group in Outlook 2019, in conjunction with JAWS, follow these suggested steps:

1. From anywhere in Outlook, press the keyboard shortcut **SHIFT and CTRL and L.** Upon doing this, the **New Contact Group** dialog box will be displayed. In this dialog box, focus will be in an edit box labelled **Name**.

2. In the **Name** edit box, Type a descriptive name for the **Contact Group**.

3. Now, 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. This should be **Contact Group**. If it is not, press **RIGHT ARROW** or **LEFT ARROW** until it is selected.

4. Press **TAB** to move focus to the lower part of the **Office Ribbon**. Upon doing this, JAWS will announce the first available control. This should be the **Save and Close** button.

5. Press **TAB** until the **Add Members** button is selected and press **ENTER**. Upon doing this, a dropdown menu will be displayed consisting of various address books from where you can add members.

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 **Add Members** dropdown menu are as follows:

ALT followed by **H** then **M**

6. Press **DOWN ARROW** or **UP ARROW** until the menu option "From Address Book" is selected and then press **ENTER**. Upon doing this, the **Select Members** dialog box will be displayed.

7. In the **Select Members** dialog box, focus will be in an edit box labelled **Search**. Beneath this edit box, you will find a list of all names stored in the Address Book. Press **DOWN ARROW** to move focus to the list of

available names. Upon doing this, JAWS will say "Extended select list box", followed by the first name in the list. You can now continue to press **DOWN ARROW** to explore the list of names.

8.   To add a name to the Contact Group, press **ENTER** on the selected name. To add another name, simply select it in the list and press **ENTER** again.

9.   Continue selecting names and pressing ENTER until you have selected all of the names you want in your **Contact Group**. When done, press **ENTER** again to close the **Select Names** dialog box and return focus to the Contact Group dialog box.

You now need to ensure that the names you added are correct!

10.   In the **Contact Group** dialog box, focus will be in the Name edit box. Press **TAB** once, to move focus to the **Members** list box. Upon doing this, JAWS will say "List box", followed by the name of the first entry in the list.

11.   Press DOWN ARROW to move through the names in the list. If you come across a name that shouldn't be there, simply press DELETE to remove it! If you find that a name is missing, repeat steps 3 to 9 above to add more names.

12.   Finally, when you are happy with all of the names, press **ALT and S** to activate the **Save and Close** button. Upon doing this, focus will return to the window you were in before creating the Contact Group!

The Contact Group will now exist in your Contacts folder under the name you specified!

Now, when you wish to send an email message to all of the names in the Contact Group, simply create a new message and enter the name of the Contact Group into the To: field. Each person inside this group will then receive the message!