

Outlook 2019 with JAWS

Creating a New Folder



Over a period of time, you will receive email messages from colleagues and friends that would be better placed outside the Inbox folder. If this is the case, creating a new folder and moving messages into it, will help to reduce the number of messages in your Inbox folder, hence making it easier to find things!

To create a new folder inside the Inbox folder in Outlook 2019, in conjunction with JAWS, follow these suggested steps:

1. Ensure Outlook 2019 is running and focus is in the **Inbox** folder.
2. Press **SHIFT and CTRL and E**. Upon doing this, the **New Folder** dialog box will be displayed. Focus will be in an edit box labelled **Name**.
3. In the **Name** edit box, type the desired name for your folder.
4. Finally, press **ENTER** to create the folder and return focus to the **Inbox** folder.

That's it! Your new folder will be created as a sub-folder inside the **Inbox** folder.

Note: The procedure for creating sub-folders inside other folders is exactly the same. However, you must first move focus to the folder you want to be the parent folder before you begin!