

Outlook 2019 with JAWS

Deleting a Folder



Any folder that you have created in Outlook can be deleted. When you delete a folder, its contents are also deleted. Therefore, it is recommended that you first ensure that the folder is no longer required and that any messages of importance are moved to another folder before it is deleted.

To delete a folder and its contents in Outlook 2019, 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. 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 the folder you wish to delete and press **ENTER**. Upon doing this, the contents of that folder will be displayed.

Note: If the folder you wish to delete is a sub-folder, you will have to press **RIGHT ARROW** on its parent folder to display the list of available sub-folders.

4. 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.
5. Press **RIGHT ARROW** or **LEFT ARROW** until the **Folder** 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 **New Folder...** button.
6. Press **TAB** until the **Delete Folder** button is selected and press **ENTER**. Upon doing this, you will be presented with a message asking if you want to move the folder to the **Deleted Items** folder.

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 **Delete** dialog box are as follows:

ALT followed by **O** then **D** then **F**

7. Finally, press **Y** to choose the **Yes** button and remove the folder from the Outlook 2019 folder list.

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