Outlook 2019 with JAWS
Moving Between Folders

To move between folders 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. Using **DOWN ARROW** or **UP ARROW**, select the folder you wish to move to, for example, **Sent Items** or **Deleted Items**. Alternatively, you can press the first character of the folder name until it is selected.

Note 1: If the folder you wish to move to is a sub-folder, you will have to press RIGHT ARROW on its parent folder to display it in the list.

4. When you have selected the folder you wish to move to, press **ENTER**. You will now be positioned in the list view of the folder you chose. You can now explore the contents of the folder by pressing **DOWN ARROW** or **UP ARROW** to move the selection cursor to each message in turn.

It is also possible to move between certain folders in Outlook 2019 by pressing the appropriate keyboard shortcut.

The folders you can move to are as follows:

Mail Folder (usually Inbox) ...... CTRL and 1
Calendar folder .... CTRL and 2
Contacts folder .... CTRL and 3
Tasks folder .... CTRL and 4
Notes folder .... CTRL and 5

Note 2: You can also move directly to the Inbox folder by pressing the keyboard shortcut SHIFT and CTRL and I.