Outlook 2019 with JAWS
Renaming a Folder

The ability to rename a folder in Outlook 2019 is extremely useful, as often they are named inappropriately for their content or have accidentally been misspelled. However, it is not possible to rename any of the default folders. You can only rename folders which you have created yourself.

To rename a folder that you have created 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 rename and press **ENTER**. Upon doing this, the contents of that folder will be displayed.

Note: 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 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. This will probably be **Home**.

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 **Rename Folder** button is selected and then press **ENTER**. Upon doing this, the **Rename** dialog box will be displayed and the current folder's name will be selected.

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 **Rename** dialog box are as follows:

ALT followed by **O** then **R** then **N**

7.   Finally, type the new name for the folder, or edit the existing name and press **ENTER. Upon doing this, your folder will be renamed!**

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