

Outlook 2019 with JAWS

Saving an Attachment



Often, you will want to save a file that has been attached to an email message outside of Outlook. The benefit of this, is that you will have access to it, without the need to open Outlook and then locate the message which contains it.

To save a file that has been attached to a message in Outlook 2019, in conjunction with JAWS, follow these suggested steps:

1. From the **Inbox** folder, locate and open the message containing the attachment/s. Upon doing this, JAWS will begin to read the message. Press **CTRL** to stop the speech.
2. Press **CTRL and HOME** to move the cursor to the beginning of the message.
3. Press **SHIFT and TAB** to move focus to the attachments list. Upon doing this, JAWS will say "Attachments", followed by the name of the currently selected file.

Note 1: An alternative method of accessing the attachments list, is to press the JAWS command INSERT and A.

4. If more than one attachment is present, press **RIGHT ARROW** to select each file in turn.
5. When you have selected the desired file, press the Applications **Key** (this key is to the left of the **CTRL** key on the right side of the keyboard). Upon doing this, a menu will be displayed consisting of options applicable to the attached file/s. The currently selected menu option will be **Open**.

Note 2: If your keyboard does not have an Applications Key, then you can press **SHIFT and F10 instead** to display the menu.

6. From the menu, select the **Save AS** option and press **ENTER**. Upon doing this, the **Save Attachment** dialog box will be displayed.

In the **Save Attachment** dialog box, focus will be in the **File Name** edit/combo box. Here, you will find the name of the attached file. The default location for saving files will be set to **Documents**.

7. Make a note of the file name and then press **ENTER** to choose the **Save** button and close the dialog box. Upon doing this, the file will be saved to the **Documents** folder on the hard disk of your computer.
8. Finally, press **ESCAPE** to close the open message and return focus to the **Inbox** folder. Job done!