Outlook 2019 with JAWS
Sending a New Message

To send a new email message to a contact in your default Address Book in Outlook 2019, in conjunction with JAWS, follow these suggested steps:

1.   Ensure that Outlook 2019 is running and focus is in the **Inbox** folder.

2.   Press **CTRL and N. Upon doing this,** the **New Message** window will be displayed. Focus will be in the 'To:' edit box.

3.   Press **ALT and** FULL STOP to activate the **To...** button. Upon doing this, the Select Names dialog box will be displayed. Focus will be in an edit/combo box labelled 'Search'.

4.   In the **Select Names** dialog box, focus will be in an edit box labelled **Search**. Beneath this edit box, you will find a list of all people in your default Address Book. Press **DOWN ARROW** to navigate the names in the Address Book. When you have selected the person you want to forward the message to, press **ENTER** to add their name to the 'To:' edit box of the message.

5.   If you want to add more names to the 'To' edit box of the message, select the desired name from the list and press ENTER. When you have selected all names, press **ENTER again. Upon doing this, the Select Names dialog box will close and focus will return to the 'To' edit box of the message.**

Note 1: If you don't want to use the **Select Names** dialog box to choose a name, you can simply type the first 2 or 3 characters of the name you want to forward the message to and then press **CTRL and K**. Upon doing this, the **Check Names** dialog box will be displayed. This consists of a list of names that contain the characters, in the order you typed them. You can then select the name from this list and press **ENTER** to choose it. If the person you want to forward the message to is not in any of your Address Books, you can simply type the email address into the 'To' edit box.

Note 2: The **Check Names** dialog box only contains names from your default Address Book. Therefore, you might not find the name you are looking for using this method.

6.   Press TAB until focus is in the Subject edit box. JAWS will say "Subject edit". Here, you can type the subject for your message.

Note 3: If you accidentally press TAB too many times and move past the Subject edit box, you can press SHIFT and TAB to move back to it.

7.   When you have typed the subject for your message, press **TAB** once. Upon doing this, you will be positioned in the main message area. JAWS will say "edit". Here

you can compose your message text. Remember to include a pleasant introduction, for example Hello Gary or Hi Gary. Also, remember to sign your name when you have finished composing your text.

8.   Proof-read your message and correct any mistakes.

9.   Finally, to send your message, press **ALT and S** or **CTRL and ENTER**. Upon doing this, focus will return to the **Inbox** folder.

Note 4: Remember to press **F9** to perform a Send/Receive. This is for sending out any messages waiting to go and to bring in any new messages. Upon doing this, JAWS will announce the number of tasks which have been completed. It will say something like "1 of 2 tasks have completed successfully". If any new messages are received, you should hear the New Mail Notification sound!