

Outlook 365 with JAWS Copying Messages to Folders



Sometimes, you will want to copy a particular message into one or more different folders in Outlook. For example, you may have a message that contains information which pertains to more than one subject, or is applicable to more than one team member.

To copy messages from the Inbox folder to another folder in Outlook 365, in conjunction with JAWS, follow these suggested steps:

1. Ensure focus is in the **Inbox** folder.
2. Select the message/s to be copied.
3. Press **CTRL and SHIFT and Y**. Upon doing this, the **Copy To Folder** dialog box will be displayed. This consists of a list of all of your email accounts and related folders, in a Tree view structure. JAWS will announce the name of the currently selected folder in the list. This is likely to be **Inbox**.
4. From the list of folders, select the folder you wish the message/s to be copied to.

Note: If the folder you wish to move the message/s to is a sub-folder, you will have to press **RIGHT ARROW** on its parent folder to expand it and display the list of available sub-folders.

5. Finally, press **ENTER**. Upon doing this, the message/s will be copied to the folder you selected and focus will return to the Inbox folder.

That's it, how easy is that?!