Outlook 365 with JAWS
Creating a Calendar Appointment

Outlook 365 comes with a built-in Calendar. This allows you to create and manage appointments as well as the ability to schedule meetings. There are many options for appointments and meetings, however, this document only concentrates on creating a simple appointment.

To create an appointment in your Outlook Calendar, in conjunction with JAWS, follow these suggested steps:

1.   Ensure that Outlook 365 is running and no messages are open.

2.   Press **CTRL and SHIFT and A**. Upon doing this, a new appointment window will be displayed. This will be titled "Untitled - Appointment".

3.   In the new appointment window, focus will be in an edit box labelled **Title**. Here you can type the name of the appointment. When you have specified a title, press TAB to move focus to the Start Date edit/combo box.

Note 1: When you enter a title for your appointment, the title of the window will change to reflect the appointment title.

4.   The **Start Date** edit box contains the current date. If you wish to change the Start Date, you can edit the existing entry manually. Alternatively, you can press DOWN ARROW until the desired date is selected. When you have specified the desired date, press TAB until the Start Time edit/combo box is selected. Upon doing this, JAWS will say the suggested start time for the appointment. By default, this will be on the hour or half hour, depending which is closest to the time you create the appointment.

5.   If you wish to change the start time, you can edit the existing entry manually. Alternatively, you can press **DOWN ARROW** or **UP ARROW** to increase or decrease the start time by 30 minutes at a time.

Note 2: Although Outlook changes the times by 30 minutes at a time when you press **DOWN ARROW** or **UP ARROW**, you can specify any time! For example, 10 past or 15 minutes past the hour. IN order to do this, you must type the start time in manually, separating the hour from the minutes with a colon character!

6.   When you have specified a start time, press **TAB** until the **End Date** edit/combo box is selected. Upon doing this, JAWS will say the current end date. By default, this will be the same as the start date! If necessary, you can change the end date manually. Alternatively, you can press DOWN ARROW until the desired date is selected.

7.   Now press **TAB** until the **End Time** edit/combo box is selected. Upon doing this, JAWS will say the suggested end time for the appointment. By default, this will be 30 minutes after the start time. If you wish to change the end time, you can edit the existing entry manually. Alternatively, you can press DOWN ARROW until the desired time is selected.

You now need to specify the location of the appointment.

8.   Press TAB until the Location edit box is selected. Then, type the location. You can be quite descriptive here, for example you can include a full address and post code if you wish! Alternatively, you can simply enter a room in your building or an outside area!

Now you have specified the start and end date, along with the start and end time and the location, you could save the appointment by pressing **ALT and S**. However, it is recommended to add some notes to the appointment, such as the names of documents you need to read prior to the appointment or the names of others who are attending the appointment. Please read on!

Adding Notes

9.   Press TAB until the Notes edit box is selected. You will know you have found it, because JAWS will say "edit" and nothing else. Here, you can type some notes to do with the meeting. The edit box is a little like a mini Microsoft Word document, so you can be as descriptive as you like!

Note 3: When focus is in the Notes edit box, you cannot press **TAB** to move to the next available control. If you do, a tab character will be inserted into the edit box, much the same as it is when you press tab in Microsoft Word. To move away from the Notes edit box, press **SHIFT and TAB** to navigate backwards through the controls in the Appointment window.

Changing the Reminder Time

Outlook will automatically remind you of upcoming appointments 15 minutes before they start. This length of time may, or may not suit your requirements. Therefore, it is a good idea to specify a reminder time for each appointment!

To specify the reminder time, follow these suggested steps:

a)   Press **ALT** followed by H to quickly select the Appointment Tab on the Upper Ribbon.

b)   If **Appointment** is not the currently selected tab, press **RIGHT ARROW** or **LEFT ARROW** until it is selected. Then, press **TAB** to move focus to the lower part of the Office Ribbon. Upon doing this, JAWS will say the name of the currently selected control. This should be the Delete button.

c)   Now press **TAB** until the Reminder edit/combo box is selected. Upon doing this, JAWS will say the current reminder time. This should be 15 minutes.

An alternative method of selecting a control on the Office Ribbon is to press a sequence of keys. The sequence of keys to press to quickly select the Reminder edit/combo box, are as follows:

ALT followed by **H** then **R** then **E**

d)   Press **DOWN ARROW** to move through the available reminder times. When you have selected a time that meets your requirements, press **ENTER**. Upon doing this, focus will return to the appointment window.

10.   When you have specified all of the settings for your appointment, press the keyboard shortcut **ALT and S**. Upon doing this, the appointment will be saved and closed. It will now be available in the Calendar folder in Outlook.

Displaying the Calendar Folder

If you wish to view and amend your calendar appointments, you can do this by moving focus to the Calendar folder in Outlook. To do this, ensure that you are not in an open message, calendar appointment etc. and then press the keyboard shortcut **CTRL and 2**. Upon doing this, JAWS will say the number of appointments you have on the current day.

Note 4: The default view type for the Calendar folder is "Calendar". This is not ideal, as it takes a lot of understanding of how to use efficiently with JAWS. Therefore, it is recommended to use the view type called "Active", which displays each appointment on a separate line. In this view, you can press **DOWN ARROW** to navigate the list of appointments. When you do this, JAWS reads the title of the appointment, then the location, the start date and start time, followed by the end date and end time for the currently selected appointment in the list.

To change to Active view, press **ALT**, followed by **V** then **C** then **V**. Upon doing this, a popup window will be displayed. Press **RIGHT ARROW** until "Active" is selected and press **ENTER**.

To open the details for an appointment, first select it and press **ENTER**. You can now navigate the controls by pressing **TAB** or **SHIFT and TAB**. When you have finished with the appointment, whether you have amended it or not, press the keyboard shortcut **ALT and S** to save and close it. Upon doing this, focus will return to the Calendar folder. To return focus to the Inbox folder, press the keyboard shortcut **CTRL and SHIFT and I**.

Dismissing the Appointment Reminder

At the specified reminder time, a sound will play and a reminder window titled "1 Reminder" (assuming there is only 1 reminder) will be displayed. However, JAWS may not say anything. This is because the reminder window is often hidden behind other windows. Therefore, it will be necessary to use **ALT and TAB** to locate the reminder window. When you do this, JAWS will say the reminder information.
You can press a combination of TAB and **SHIFT and TAB** to navigate the controls available in the reminder window. These include an option to dismiss the reminder, snooze the reminder (the default snooze time is 5 minutes) and an option for dismissing all reminders (assuming you have more than one).

To dismiss the reminder, simply press **TAB** until the Dismiss button is selected and press **ENTER**. Upon doing this, the reminder window will be closed! Alternatively, you can press the keyboard shortcut **ALT and D** to quickly activate the Dismiss button.