

Outlook 365 with JAWS

Creating a New Contact



The Contacts folder in Outlook 365 is used for storing personal details of those people outside of your organisation. The advantage of creating your own contacts is that you will be able to amend their details whenever you like and delete them, should you want to.

Usually, only three pieces of information are required for a contact. These are the full name of the person, how you would like the name to be displayed in the contacts list and their email address.

To create a contact in Outlook 365, in conjunction with JAWS, follow these suggested steps:

1. From anywhere in Outlook, press **CTRL and SHIFT and C**. Upon doing this, the **New Contact** dialog box will be displayed.

Note 1: At this stage, the text in the title bar of the Contacts window will be "Untitled - contact". This will change to show the name of the person as soon as you enter a name into the Full Name edit box.

2. In the New Contact dialog box, focus will be in an edit box labelled "**Full Name**". Type the full name of your contact. Then press **TAB** until the **File As** edit/combo box is selected.
3. By default, the File As edit/combo box contains two options. These denote how you wish the name to be displayed in the list view of the Contacts folder. These are Last Name followed by First name or First name followed by Last Name. Press **DOWN ARROW** Or **UP ARROW** until the desired option is selected.
4. Now you need to include the email address of your contact. Press **TAB** until focus is in the "**Email**" edit box.

5. In the “**Email**” edit box, carefully type the email address of the contact. If you make a mistake whilst typing the email address, press **BACKSPACE** to delete the incorrect characters and then retype them correctly.
6. Finally, press **ALT and S** to activate the **Save** button and close the dialog box. Upon doing this, focus will be returned to where you were prior to creating the contact.

It is also possible to create a new contact directly from an open message. To do this, follow these suggested steps:

1. From the Inbox, open the message from the person who you wish to add to your contacts list.
2. Press **SHIFT and TAB** until focus is in the “**From**” edit box. Upon doing this, a cursor will be positioned at the end of the name.
3. Press **HOME** to move the cursor to the beginning of the name and then 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 consisting of options applicable to the message will be displayed.

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

4. Press **DOWN ARROW** or **UP ARROW** until the **Add to Outlook Contacts** menu option is selected and press **ENTER**. Upon doing this, the **New Contact** dialog box will be displayed. The title bar will show the name of the person who you received the message from.
5. In the **New Contact** dialog box, focus will be in an edit box labelled **Full Name**. Here you will find the name of the person who sent you the message. Also, the email address of the person will be present in the “**Email**” edit box.
6. Amend and add information as necessary. Then press **ALT and S** to activate the **Save** button and close the dialog box.
7. Finally, press **ESCAPE** to close the open message and return focus to the Inbox folder.