

Outlook 365 with JAWS Creating a New Folder



Over a period of time, you will receive email messages from colleagues and friends that would be better placed in a specific folder. This will make them easier to find and will also reduce the number of messages in the Inbox folder. Outlook 365 allows you to create your own folders for this purpose!

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

1. Ensure you are not in an open message, calendar appointment etc.
2. Press **CTRL and SHIFT and E**. Upon doing this, the **New Folder** dialog box will be displayed. Focus will be in an edit box labelled **Name**.
3. In the **Name** edit box, type the desired name for your folder.
4. Finally, press **ENTER** to create the folder and return focus to the Inbox folder.

That's it! Your new folder will be created as a sub-folder inside the **Inbox** folder.

Note: The procedure for creating sub-folders inside other folders is exactly the same. However, you must first move focus to the folder you want to be the parent folder before you begin!