

Outlook 365 with JAWS

Deleting a Folder



Any folder that you have created in Outlook 365 can be deleted. When you delete a folder, its contents are also deleted. Therefore, it is recommended that you first ensure that the folder is no longer required and that any messages of importance are moved to another folder before it is deleted.

There are 3 common ways of deleting folders in Outlook 365. Depending on how your version of Outlook has been configured, some or all of these will be available to you. However, this document only covers two methods, which are the ones most likely to be used by a JAWS user.

Deleting a Folder using the Office Ribbon

To delete a folder using the Office Ribbon, in conjunction with JAWS, follow these suggested steps:

1. Ensure you are not in an open message, calendar appointment etc.
2. Press **CTRL and Y**. Upon doing this, the **Go 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**.
3. From the list of folders, select the folder you wish to delete and press **ENTER**. Upon doing this, the contents of that folder will be displayed.

Note 1: If the folder you wish to delete is a sub-folder, you will have to press **RIGHT ARROW** on its parent folder to display the list of available sub-folders.

4. Press **ALT** to move focus to the upper part of the **Office Ribbon**. Upon doing this, JAWS will announce the name of the currently selected Tab.
5. Press **RIGHT ARROW** or **LEFT ARROW** until the **Folder** Tab is selected and then press **TAB** to move focus to the lower part of the **Office Ribbon**. Upon doing this, JAWS will announce the name of the currently selected control. This should be the **New Folder...** button.
6. Press **TAB** until the **Delete Folder** button is selected and press **ENTER**. Upon doing this, you will be presented with a message box which asks if you want to move the folder to the **Deleted Items** folder.

An alternative method of choosing an option from the **Office Ribbon** is to press a sequence of keys. The sequence of keys to press to quickly display the **Delete** dialog box are as follows:

ALT followed by **O** then **D** then **F**

7. Focus will be on the "Yes" button. So, press **ENTER**, or **Y**, to choose this button and remove the folder from the Outlook folder structure.

Note 2: When a folder is deleted, it is sent to the Deleted Items folder. It can be moved to another location if necessary, or deleted permanently when the Deleted Items folder is emptied.

To return focus to the **Inbox** folder, press the keyboard shortcut **CTRL and SHIFT and I**.

Deleting Folders using the Office Search Feature

If your version of Outlook doesn't have a Folder tab on the Office Ribbon, then an alternative method needs to be used in order to delete a folder. This involves using the Search edit box, situated at the end of the Upper Ribbon.

To delete a folder, using the Search feature, follow these suggested steps:

1. Ensure you are not in an open message.
2. Press **CTRL and Y**. Upon doing this, the **Go 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**.
3. From the list of folders, select the folder you wish to delete and press **ENTER**. Upon doing this, the contents of that folder will be displayed.

Note 3: If the folder you wish to move to is a sub-folder, you will have to press **RIGHT ARROW** on its parent folder to display the list of available sub-folders.

4. Press **ALT and Q**. Upon doing this, focus will move to the Search edit box on the Upper Ribbon. JAWS will say "Type to search and use the up and down arrow keys to navigate, sub menu, Microsoft search Edit".
5. Type the word "delete" (without the quotes). Upon doing this, a list of options that contain the word "delete" will be listed. These options are organised in groups, with the first category pertaining to Actions found on the Ribbon. Other groups can include Files, Help and Security, however, it isn't often you will need to navigate through any of these, with the exception of the Actions group.
6. Press **DOWN ARROW** until the "Delete this Folder" option is selected and press **ENTER**. Upon doing this, you will be presented with a message box which asks if you want to move the folder to the **Deleted Items** folder.
7. Focus will be on the "Yes" button. So, press **ENTER**, or **Y**, to choose this button and remove the folder from the Outlook folder structure.

Note 4: When a folder is deleted, it is sent to the Deleted Items folder. It can be moved to another location if necessary, or deleted permanently when the Deleted Items folder is emptied.

To return focus to the **Inbox** folder, press the keyboard shortcut **CTRL and SHIFT and I**.