

Outlook 365 with JAWS

Forwarding an Email Message



It is often necessary to send a copy of an email message to a colleague or a friend. The best way of doing this is to 'Forward' it. In doing so, the exact message will be sent to the recipient, complete with any attachments!

To Forward a message in Outlook 365, in conjunction with JAWS, follow these suggested steps:

1. Locate and open the message you wish to Forward.
2. Press **CTRL and F**. Upon doing this, the **forward window will be displayed**. This message window will look exactly the same as the original message with the exception of the title bar and Subject edit box. These will contain the text 'FW:' before the original subject.
3. In the Forward window, focus will be in the 'To' edit box. This is where you enter the name of the person/s you want to forward the message to. Press **ALT and T** to activate the **To...** button. Upon doing this, the **Select Names** dialog box will be displayed.
4. In the **Select Names** dialog box, focus will be in an edit box labelled **Search**. Beneath this edit box, you will find a list of all people in your default Address Book. Press **DOWN ARROW** to navigate the names in the Address Book. When you have selected the person you want to forward the message to, press **ENTER** to add their name to the 'To' edit box of the message.
5. If you want to add another name to the 'To' edit box of the message, select the desired name from the list and press **ENTER**. When you have selected all names, press **ENTER** again to activate the **OK** button. Upon doing this, the Select Names dialog box will close and focus will return to the 'To' edit box of the message.

Note 1: If you don't want to use the **Select Names** dialog box to choose a name, you can simply type the first 2 or 3 characters of the name you want to forward the message to and then press **CTRL and K**. Upon doing this, the **Check Names** dialog box will be displayed. This consists of a list of names that contain the characters, in the order you typed them. You can then select the name from this list and press **ENTER** to choose it. If the person you want to forward the message to is not in any of your Address Books, you can simply type the email address into the 'To' edit box.

Note 2: The **Check Names** dialog box only contains names from your default Address Book. Therefore, you might not find the name you are looking for using this method.

6. Press **TAB until focus is in the** main message window. Here you can edit the original message, delete unwanted text or add an introduction and/or ending to the message.
7. Finally, to forward the message, press **ALT and S**. **Upon doing this, you will be returned to the** original message. To close this message, press **ESCAPE**. Upon doing this, focus will return to the folder which contains the message.