

Outlook 365 with JAWS

Moving Between Folders



To move between folders 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 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. Using **DOWN ARROW** or **UP ARROW**, select the folder you wish to move to, for example, **Sent Items** or **Deleted Items**. Alternatively, you can press the first character of the folder name until it is selected.

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

4. When you have selected the folder you wish to move to, press **ENTER**. You will now be positioned in the list view of the folder you chose. You can now explore the contents of the folder by pressing a combination of **DOWN ARROW** and **UP ARROW**.

It is also possible to move between certain folders in Outlook 365 by pressing the appropriate keyboard shortcut. The folders you can move to are as follows:

Last used Mail folder.....	CTRL and 1
Calendar folder	CTRL and 2
Contacts folder.....	CTRL and 3
Tasks folder	CTRL and 4
Notes folder	CTRL and 5
Inbox folder	CTRL and SHIFT and I
Outbox folder	CTRL and SHIFT and O