

Outlook 365 with JAWS

Moving Messages to Folders



It is possible to move messages from one folder to another in Outlook 365. The ability to do this is very useful, as it will enable you to organise your messages in a structured manner.

To move messages from the Inbox folder to another folder in Outlook 365, in conjunction with JAWS, follow these suggested steps:

1. Ensure focus is in the **Inbox** folder.
2. Select the message/s to be copied.
3. Press **CTRL and SHIFT and V**. Upon doing this, the **Move 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 should be **Inbox**.
4. From the list of folders, select the folder you wish the message/s to be moved to.

Note: If the folder you wish to move the message/s 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.

5. Finally, press **ENTER**. Upon doing this, the message/s will be moved to the folder you selected and focus will return to the Inbox folder.

That's it, how easy is that?!