

# Outlook 365 with JAWS

## Opening an Attachment



Email messages often contain attachments. These are usually word-processed files, picture files or spreadsheet files. When a file is attached to a message, it appears directly between the subject line and the main message area.

To open an attached file in Outlook 365, in conjunction with JAWS, follow these suggested steps:

1. From the **Inbox**, select the message containing the attachment/s and press **ENTER** to open it. Upon doing this, JAWS will begin to read the message.
2. Press **CTRL** to stop the speech and then press **CTRL and HOME** to move the cursor to the beginning of the message.
3. Press **SHIFT and TAB** to move focus to the attachments list. Upon doing this, JAWS will say "Attachments", followed by the name of the currently selected file.

**Note 1:** An alternative method of moving focus to the attachments list, is to press the JAWS command INSERT and A.

4. If more than one attachment is present, you can navigate between them by pressing a combination of **RIGHT ARROW** and **LEFT ARROW**.
5. When you have selected the desired file, press **ENTER**. Upon doing this, the '**Opening Mail Attachment**' dialog box will be displayed. This dialog box contains options for opening and saving the attached file.

6. In the 'Opening Attachments' dialog box, focus will be on the Save button. Press **TAB** until the **Open** button is selected and then press **ENTER**. Upon doing this, the file will be opened with its associated application. The file extension of the attachment will denote which application will be used. For example:

**.docx** = Word  
**.xlsx** = Excel  
.pptx = PowerPoint  
**.pdf** = Adobe Reader (optional)  
**.mp3** = Media Player (optional)  
**.txt** = Notepad

Once the associated application has been started, and the attached file has been displayed, JAWS will say the name of the application and the name of the file in use. You can now read the contents of the file using standard JAWS reading commands.

**Note 2:** If you wish to save the file, press **ALT and F** to display the File dropdown menu. Then, choose the **Save As** menu option. Upon doing this, the **Save As** dialog box will be displayed. Focus will be in the **File name** edit box and the name of the file will be present. Make a note of the file name and then press **ENTER** to save the file and close the **Save As** dialog box. The file will now be saved in your **Documents** folder.

7. When you have finished with the attached file, press **ALT and F4**. **Upon doing this**, the application will be closed and you will be returned to the open message in Outlook 365.
8. Finally, press **ESCAPE** to close the open message and return focus to the **Inbox** folder.