

Outlook 365 with JAWS

Opening and Reading Messages



To open and then read a message from the **Inbox** folder in Outlook 365, in conjunction with JAWS, follow these suggested steps:

1. Ensure that focus is in the **Inbox** folder.
2. Press **DOWN ARROW** or **UP ARROW** until the message you wish to read is selected. Upon doing this, JAWS will announce the name of the person who sent the message, the subject of the message, the date and time when the message was sent and the size of the message in Kilobytes.
3. When you have selected the message, press **ENTER** to open it. Upon doing this, JAWS will start to read the message. Press **CTRL** to stop the speech.
4. Press **CTRL and HOME** to move the cursor to the top of the message. This is recommended, as it will ensure that you do not miss any of the text in the message when you start reading.
5. You can now read the message using a variety of JAWS reading commands. The most common and popular are listed below:
 - **DOWN ARROW** to move to and read the next line of the message.
 - **UP ARROW** to move to and read the previous line of the message.
 - **ALT and NumPad + (Plus)** to move to and read the next sentence.
 - **ALT and NumPad - (Minus)** to move to and read the previous sentence.
 - **CTRL and DOWN ARROW** to move to and read the next paragraph.
 - **CTRL and UP ARROW** to move to and read the previous paragraph.
 - **INSERT and DOWN ARROW** (NumPad 2) to start continuous reading from the cursor position. Pressing **CTRL** pauses the reading. To restart the reading from the point at which you stopped it, press **INSERT and DOWN ARROW** again.

You can also read the header information in an open message. For reference, this is typically who the message is from, the date and time it was sent, who the message is to, any named in the CC field and the subject of the message.

- To read who the message is from, press **ALT and 1**.
 - To read the date and time the message was sent, press **ALT and 2**.
 - To read who the message was sent to, press **ALT and 3**.
 - To read the names in the CC field, press **ALT and 4**.
 - To read the subject of the message, press **ALT and 5**.
6. When you have read the message, press **ESCAPE**. Upon doing this, the message will be closed and you will be returned to the **Inbox** folder.
7. To read another message in the **Inbox folder**, select it using **DOWN ARROW or UP ARROW**, open it by pressing **ENTER** and then read it using your preferred method. Remember, to close a message once you have read it, press **ESCAPE**.

Note: Although these instructions have been designed for reading messages from the Inbox folder, the methods outlined are relevant for any other Mail folder in Outlook 365!