

Outlook 365 with JAWS

Renaming a Folder



The ability to rename a folder in Outlook 365 is extremely useful, as often folders are named inappropriately for their content or have accidentally been misspelled. However, it is not possible to rename any of the default folders. For reference, these are Inbox, Deleted Items, Sent Items, Calendar, Contacts, Journal, Notes and Outbox. You can only rename folders which you have created yourself.

There are three common ways of renaming folders in Outlook 365. Depending on how your version of Outlook has been configured, some or all of these will be available to you. However, this document only covers two methods, which are the ones most likely to be used by a JAWS user.

Renaming a Folder using the Office Ribbon

To rename a folder using the Office Ribbon, 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. From the list of folders, select the folder you wish to rename and press **ENTER**. Upon doing this, the contents of that folder will be displayed.

Note 1: If the folder you wish to move to is a sub-folder, you will have to press **RIGHT ARROW** on its parent folder to display the list of available sub-folders.

4. Press **ALT** to move focus to the upper part of the **Office Ribbon**. Upon doing this, JAWS will announce the name of the currently selected tab.
5. Press **RIGHT ARROW** or **LEFT ARROW** until the **Folder** tab is selected and then press **TAB** to move focus to the lower part of the **Office Ribbon**. Upon doing this, JAWS will announce the name of the currently selected control. This should be the "**New Folder...**" button.
6. Press **TAB** until the **Rename Folder** button is selected and then press **ENTER**. Upon doing this, the **Rename** dialog box will be displayed and the current folder's name will be selected.

An alternative method of choosing an option from the **Office Ribbon** is to press a sequence of keys. The sequence of keys to press to quickly display the **Rename** dialog box are as follows:

ALT followed by **O** then **R** then **N**

7. Finally, type the new name for the folder and press **ENTER**. **Upon doing this, your folder will be renamed!**

Note 2: If you try to edit the folder name, JAWS doesn't speak the characters as you navigate. I'm not sure why this is! So, it is recommended, when renaming folders, to simply type the new name instead.

To return focus to the **Inbox** folder, press the keyboard shortcut **CTRL** and **SHIFT** and **I**.

Renaming Folders using the Office Search Feature

If your version of Outlook doesn't have a Folder tab on the Office Ribbon, then an alternative method needs to be used in order to rename a folder. This involves using the Search edit box, situated at the end of the Upper Ribbon.

To rename a folder, using the Search feature, 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. From the list of folders, select the folder you wish to rename and press **ENTER**. Upon doing this, the contents of that folder will be displayed.

Note 3: If the folder you wish to move to is a sub-folder, you will have to press **RIGHT ARROW** on its parent folder to display the list of available sub-folders.

4. Press **ALT and Q**. Upon doing this, focus will move to the Search edit box on the Upper Ribbon. JAWS will say "Type to search and use the up and down arrow keys to navigate, sub menu, Microsoft search Edit".
5. Type the word "Rename" (without the quotes). Upon doing this, a list of options that contain the word "rename" will be listed. These options are organised in groups, with the first category pertaining to the Best Actions found on the Ribbon. Other groups can include Actions, Files, Help and Security, however, it isn't often you will need to navigate through any of these, with the exception of the Actions group.
6. Press **DOWN ARROW** until the "Rename this Folder" option is selected and press **ENTER**. Upon doing this, the **Rename** dialog box will be displayed and the current folder's name will be selected.

7. Finally, type the new name for the folder and press **ENTER**. **Upon doing this, your folder will be renamed!**

Note 4: If you try to edit the folder name, JAWS doesn't speak the characters as you navigate. I'm not sure why this is! So, it is recommended, when renaming folders, to simply type the new name instead when the Rename dialog box is displayed.

To return focus to the **Inbox** folder, press the keyboard shortcut **CTRL and SHIFT and I**.