

Outlook 365 with JAWS

Replying to a Message



You can reply directly to a message when it is either selected in the **Inbox** or it is opened. In doing this, the recipient's name is automatically entered into the **To** edit box and the subject of the original message is used. Also, the original message text is included in the reply. This method of communication is very beneficial, as there is always a thread to the conversation.

To reply to a message in your Inbox folder in Outlook 365, in conjunction with JAWS, follow these suggested steps:

1. From the **Inbox**, press **DOWN ARROW** or **UP ARROW** until the message you wish to reply to is selected and then press **ENTER** to open it.
2. Press **CTRL and R**. Upon doing this, the **Reply window will be displayed**. This message window will look exactly the same as the original message with the exception of the **title bar** and **Subject** edit box. These will contain the text 'RE:' before the original subject.
3. At the top of the main message window, above the original message, will be two blank lines, with a cursor positioned on the top line. Here you can type your reply. Remember to include an introduction and to sign your name at the end of your text.

If you wish, you can select any of the original text and delete it. However, it is recommended that you do not delete the text that is relevant to your reply.

4. Finally, send your reply by pressing **ALT and S** or **CTRL and ENTER**. **Upon doing this, you will be returned to the original message**. Press **ESCAPE** to close this message and return focus to the Inbox folder.

That's it, you have successfully replied to a message using JAWS!