Outlook 365 with JAWS
Saving an Attachment

Often, you will want to save a file that has been attached to an email message, outside of Outlook 365. The benefit of this, is that you will have access to the file , without the need to open Outlook and then locate the message which contains it.

To save a file that has been attached to a message in Outlook 365, in conjunction with JAWS, follow these suggested steps:

1. From the **Inbox** folder, locate and open the message containing the attachment/s. Upon doing this, JAWS will begin to read the message. Press **CTRL** to stop the speech.

2. 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**. Upon doing this, JAWS will announce the name of the selected file. If JAWS announces " you are not in an open message", maximise the message window and press **INSERT and A** again.

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 Mail Attachment" dialog box, focus will be on the Save button. Press **ENTER** to activate this button. Upon doing this, the "Save Attachment" dialog box will be displayed.

In the **Save Attachment** dialog box, focus will be in the **File Name** edit/combo box. Here, you will find the name of the attached file. The default location for saving files will be set to **Documents**.

7. Make a note of the file name and then press **ENTER** to choose the **Save** button and close the dialog box. Upon doing this, the file will be saved to the **Documents** folder.

Note 3: An alternative method of saving an attached file, is to first select it in the Attachments list and press **CTRL and C** to copy it to the Windows clipboard. Then, using File Explorer, locate the folder into which you want to save the file and press **ENTER** to display its contents. Finally, press **CTRL and V** to paste the file into this location.

8. Finally, press **ESCAPE** to close the open message and return focus to the **Inbox** folder.

That's it, job done!