

Outlook 365 with JAWS

Scheduling a Meeting



From time-to-time, you will be required to organise a meeting. On the face of it, this is quite easy to do. However, ensuring that everyone is available for the meeting can be time consuming, especially if you have to manually check the calendars of each person required for the meeting. Fortunately, Outlook is able to check the availability of meeting attendees and suggest an alternative time slot. This will make life a little easier!

To schedule a meeting in Outlook 365, in conjunction with JAWS, follow these suggested steps:

1. Ensure that you are not in an open message, calendar appointment etc.
2. Press **CTRL and SHIFT and Q**. Upon doing this, a window titled "Untitled Meeting" will be displayed.
3. In the Meeting window, focus will be in an edit box labelled **Title**. Type the title for your meeting here. Then, press **TAB** to move focus to the "Required" edit box.

Note 1: Upon typing the title for your meeting and pressing **TAB**, the title of the window will change to reflect what you typed into the Title edit box.

4. In the Required edit box, type the first 2 or 3 characters of the person's name who is required to join the meeting. Upon doing this, a list of suggested contacts will be listed below. Press **DOWN ARROW** to explore the list of names and press **ENTER** to choose the desired contact.
5. Add the names of all of those who are required for the meeting. Remember, to do this, type the first 2 or 3 characters of the name, press **DOWN ARROW** to select the desired contact and press **ENTER** to choose it.

6. When you have added all of those required for the meeting, press **TAB**. Upon doing this, the Start Date edit combo box will be selected and JAWS will say the currently selected date.
7. The **Start Date** edit box contains the current date. If you wish to change the Start Date, you can edit the existing entry manually. Alternatively, you can press **DOWN ARROW** until the desired date is selected. When you have specified the desired date, press **TAB** until the Start Time edit/combo box is selected. Upon doing this, JAWS will say the suggested start time for the appointment. By default, this will be on the hour or half hour, depending which is closest to the time you create the appointment.
8. If you wish to change the start time, you can edit the existing entry manually. Alternatively, you can press **DOWN ARROW** or **UP ARROW** to increase or decrease the start time by 30 minutes at a time.

Note 2: Although Outlook changes the times by 30 minutes at a time when you press **DOWN ARROW** or **UP ARROW**, you can specify any time! For example, 10 past or 15 minutes past the hour. IN order to do this, you must type the start time in manually, separating the hour from the minutes with a colon character!

9. Now that you have specified a start date and time, press **TAB** until the **End Date** edit/combo box is selected. Upon doing this, JAWS will say the current end date. By default, this will be the same as the start date! If necessary, you can change the end date manually. Alternatively, you can press **DOWN ARROW** until the desired date is selected.
10. Now press **TAB** until the **End Time** edit/combo box is selected. Upon doing this, JAWS will say the suggested end time for the appointment. By default, this will be 30 minutes after the start time. If you wish to change the end time, you can edit the existing entry manually. Alternatively, you can press **DOWN ARROW** until the desired time is selected.

At this stage, you have specified the title of your meeting request, added the names of those you wish to attend and specified the start date and start time, end date and end time. However, you can't be sure that everyone required will be available. This is where the Scheduler can be most useful in helping you pick a time slot that everyone can make.

11. Press **CTRL and TAB** to move to the Scheduler page of the Meeting Request window. Upon doing this, JAWS should say "Zoom combo box", followed by a percentage. However, sometimes focus is in a different place on the page and JAWS doesn't say anything. I'm not sure why this is!
12. Press TAB until focus is in the All Attendees list. Here, JAWS will announce the status information. This will include whether or not there are any conflicts. If there are conflicts, JAWS will announce which person is not able to make the meeting. Press **RIGHT ARROW** to advance the proposed start time by half an hour and listen to whether or not JAWS announces conflicts. Keep pressing **RIGHT ARROW** until there are no conflicts! Alternatively, press **LEFT ARROW** to select time slots prior to the proposed time until there are no conflicts.

You now need to specify the location of the appointment.

13. Press **CTRL and TAB** to move focus back to the Meeting Controls page. Upon doing this, JAWS will announce the name of the currently selected control.
14. Now press TAB until the Location edit box is selected. Then, type the location. You can be quite descriptive here, for example you can include a full address and post code if you wish! Alternatively, you can simply enter a room in your building or an outside area!

Now you have specified the start and end date, along with the start and end time and the location, you could save the appointment by pressing **ALT and S**. However, it is recommended to add some notes to the appointment, such as the names of documents you need to read prior to the appointment or anything else that is required. Please read on!

Adding Notes

15. Press **TAB** until the Notes edit box is selected. You will know you have found it, because JAWS will say "edit" and nothing else. For reference, it is situated immediately after the Location edit box! Here, you can type some notes to do with the meeting. The Notes edit box is a little like a mini Microsoft Word document, so you can be as descriptive as you like! If the meeting is to be held over Zoom or Microsoft Teams, include the meeting invitation information here!

Note 3: When focus is in the Notes edit box, you cannot press **TAB** to move to the next available control. If you do, a tab marker will be inserted into the edit box, much the same as it is when you press tab in Microsoft Word. To move away from the Notes edit box, press **SHIFT and TAB** to navigate backwards through the controls in the Meeting window.

Changing the Reminder Time

Outlook will automatically remind you of upcoming appointments 15 minutes before they start. This length of time may, or may not, suit your requirements. Therefore, it is a good idea to specify a reminder time for each meeting!

To specify the reminder time, follow these suggested steps:

- a) Press **ALT** followed by H to quickly select the Meeting Tab on the upper part of the Office Ribbon.
- b) If for some reason Meeting is not the currently selected tab, press **RIGHT ARROW** or **LEFT ARROW** until it is selected. Then, press **TAB** to move focus to the lower part of the Office Ribbon. Upon doing this, JAWS will say the name of the currently selected control. This should be the Delete button.
- c) Now press **TAB** until the Reminder edit/combo box is selected. Upon doing this, JAWS will say the current reminder time. This should be 15 minutes.

An alternative method of selecting a control on the Office Ribbon is to press a sequence of keys. The sequence of keys to press to quickly select the Reminder edit/combo box, are as follows:

ALT followed by **H** then **R** then **E**

d) Press **DOWN ARROW** to move through the available reminder times. When you have selected a time that meets your requirements, press **ENTER**. Upon doing this, focus will return to the Meeting Request window.

16. When you have specified all of the settings for your meeting, press **ALT and S**. Upon doing this, the appointment will be saved and a meeting request will be sent to all of those required for the meeting.

Displaying the Calendar Folder

If you wish to view and amend the details for a meeting, you can do this by moving focus to the Calendar folder in Outlook. To do this, ensure that you are not in an open message, calendar appointment etc. and then press **CTRL and 2**. Upon doing this, JAWS will say the number of appointments you have on the current day.

Note 4: The default view type for the Calendar folder is "Calendar". This is not ideal, as it takes a lot of understanding of how to use efficiently with JAWS. Therefore, it is recommended to use the view type called "Active", which displays each appointment/meeting on a separate line. In this view, you can press **DOWN ARROW** to navigate the list of appointments/meetings. When you do this, JAWS reads the title of the appointment/meeting, then the location, the start date and start time, followed by the end date and end time for the currently selected appointment/meeting in the list.

To change to Active view, press **ALT**, followed by **V** then **C** then **V**. Upon doing this, a popup window will be displayed. Press **RIGHT ARROW** until "Active" is selected and press **ENTER**.

To open the details for an appointment/meeting, first select it and press **ENTER**. You can now navigate the controls by pressing **TAB**. When you have finished with the appointment/meeting, whether you have amended it or not, press **ALT and S** to save and close it. Upon doing this, focus will return to the Calendar folder. To return focus to the Inbox folder, press **CTRL and SHIFT and I**.

Dismissing a Meeting Reminder

At the specified reminder time, a sound will play and a reminder window titled "1 Reminder" (assuming there is only 1 reminder) will be displayed. However, JAWS may not say anything. This is because the reminder window is often hidden behind other windows. Therefore, it will be necessary to use **ALT and TAB** to locate the reminder window. When you do this, JAWS will say the reminder information.

You can press a combination of **TAB** and **SHIFT and TAB** to navigate the controls available in the reminder window. These include an option to dismiss the reminder, snooze the reminder (the default snooze time is 5 minutes) and an option for dismissing all reminders (assuming you have more than one).

To dismiss the reminder, simply press **TAB** until the Dismiss button is selected and press **ENTER**. Upon doing this, the reminder window will be closed!