Outlook Email Shortcut Keys (Narrator)

Move through list of emails – up and down arrows

Open an email – press enter on the desired email

Move to the top of an email message– Ctrl + H

Read email continuously from current location – Narrator + Down Arrow

Move through an email one line at a time – up and down arrows

Close an email - Esc key or Alt + F4

Delete an unopened email from the inbox - Delete key.

Delete an open message - Ctrl + D

Send an email – Ctrl + N, add recipient name, add subject, add message, Alt + S

Send an email with attachments - Ctrl + N, add recipient name and message.

Add the attachment with - Alt + N, then A, then F, down arrow through file list to desired file, press Enter.

If attachment isn’t in the list, press up arrow to "Browse this PC" the press Enter and use the steps you know to move to your folders in Windows Explorer and find the file you want.

Reply to an email – Ctrl + R, type message, then Alt + S

Reply all - Ctrl + Shift + R, type your message, then Alt + S

Forward an email - Ctrl + F, type recipients name, then message, then Alt + S

Attachments – Alt + down arrow when on the attachment to open options list. 9 options available. Press first letter of each option or down arrow through list and press enter.

Move between multiple attachments – right & left arrows

Open the Folders list - Ctrl + Y,

Press up and down arrows to move between folders or the first letter of the folder name.

Inbox collapsed – Right Arrow key to Expand the box.

Press Enter to open it.

Close the Folders list - Esc Key

Create a new folder - Ctrl + Shift + E, then type name of folder, then tab twice to "Select Where to Place a Folder, Tree View, Inbox, one of one, level one." choose the save location for the folder.

Move an email – Ctrl + Shift + V, choose a folder to save into from the list; move through list using arrow keys or fist letter of file name. Press Enter.

Copy an email – Ctrl + Shift + Y, choose a folder to save into from the list; move through list using arrow keys or fist letter of file name. Press Enter.

Search for an email – Ctrl + E, type in search word, Enter. Use Tab to move through other search box options.

Add a new digital signature to your email - Alt + F to go to File Menu, then T, then down arrow to "Mail", then Alt + N to move to the signatures button, then Enter. Press Alt + N to New Signature window, type in type of signature, then Enter. Press Alt + N, then Shift + Tab twice. Type your signature the way you want it to show up. Tab to OK, press Enter.

Edit a digital signature - Alt + F to go to File Menu, then T, then down arrow to "Mail", then Alt + N to move to the signatures button, then Enter. Press Shift + Tab twice. Type your signature the way you want it to show up. Tab to OK, press Enter.