

Working with Outlook 2013 and Window-Eyes: Part 2

Microsoft Outlook is a robust communication and organizational tool that offers a rich feature set allowing users to manage their email, calendar, contacts and more. This worksheet is a supplemental resource for the Outlook 2013 part 2 training webinar and includes learning objectives as well as several review questions to help reinforce helpful tips and best practices for working with Outlook 2013 and Window-Eyes.

Learning Objectives

- Learn how to create new email folders
- Learn how to move messages to a different folder
- Learn how to configure Junk mail options (block/unblock sender)
- Learn how to set up email rules
- Learn how to use the Window-Eyes Outlook Calendar
- Learn how to create and edit appointments
- Learn how to create a new contact
- Learn how to find and edit a contact

Review Questions

1. After navigating to the Folder pane how can you create a new folder?

Answer: Select an existing folder using the arrow keys, open the context menu by pressing the Applications key and press N for New Folder.

2. How do you move a selected message to another folder?

Answer: press the Applications key to open the context menu, press M for Move and O for Other Folder, then select the desired folder using the arrow keys and press Enter

3. How do you flag a selected message as junk so emails from that sender will be automatically sent to the Junk folder in the future?

Answer: press the Applications key to open the context menu, press J for Junk and B for Block Sender

4. How do you flag a selected message in your Junk folder as safe so emails from that sender will never be flagged as spam?

Answer: press the Applications key to open the context menu, press J for Junk and S for Never Block Sender

5. How do you create an email rule so messages from a specific sender will always be moved to a specific folder?

Answer: press the Applications key to open the context menu for the selected message, press S for Rules, press Enter on Always Move Messages From, then select the desired folder using the arrow keys and press Enter

6. What is the Window-Eyes hot key used to open the Window-Eyes Outlook Calendar dialog?

Answer: Insert-C

7. Please answer true or false. Outlook needs to be running and the active window before you can open the Window-Eyes Outlook Calendar dialog.

Answer: False. Outlook does need to be running but it doesn't have to be the active window.

8. After selecting an appointment from the Appointments list view in the Window-Eyes Outlook Calendar dialog, what key can you press to open the appointment so you can edit it?

Answer: Enter

9. What are the six time span radio buttons that are available in the Window-Eyes Outlook Calendar dialog and what are their corresponding keyboard shortcuts?

Answer: Day (Alt-D), Work Week (Alt-K), Week (Alt-W), Month (Alt-M), Year (Alt-Y), Custom (Alt-S)

10. What is the Outlook keyboard shortcut to switch to contacts?

Answer: Control-3.

11. Once you are in the contacts area of Outlook, what is the keyboard shortcut to create a new contact?

Answer: Control-N

12. Please answer true or false. If you set the current view of your contacts to Card view, you can use your up/down arrow keys and first letter navigation to move through your contacts

Answer: True

13. What is the Outlook keyboard shortcut to move to the Search edit box?

Answer: Control-E

14. After selecting a contact, what key do you press to open and edit the contact?

Answer: Enter