

## Gmail with JAWS

The following set of commands to use JAWS with Gmail assume that you are logged into Gmail using Google Chrome.

Open your Gmail account by navigating to this web address: <https://mail.google.com>

### Basic HTML View

To assist with easy screen reader navigation and a nice text only layout, switch to Basic HTML view

- Quickly press B until you hear "basic html view",
- Press Enter to switch to this view.

### Navigating the Inbox

Email messages are organised in tabular form. Each message begins with a check box to make dealing with multiple messages easier.

- Press T to move to the table and find the message list
- Quickly press X to move down by check box to the next message
- Shift + X moves back through the message list
- Open a message by pressing Down Arrow past the sender, the attachment graphic (if there is one), and then the subject.
- Press Enter on the subject link

### Reading email messages

- From the Inbox, open your message by pressing Enter on the subject link
- Quickly press H to move to the subject heading (note that this will not be the first heading on the page)
- Press N to move to the first block of non-linked text, then Down Arrow to the message body.
- Use your Down Arrow key to read the message.
- Navigate back to the Inbox with Insert + F7 to move to the JAWS links list
- Press I for Inbox, then press Enter.

### Viewing attachments

- From your open message, press insert F7 to move to the JAWS links list
- Press S for "scan and download attachment" then press Enter.
- Your attachment will be downloaded and saved to your downloads folder.
- Note that you can more easily find the names of your attachments by using the find command to achieve the same result
- Press Control + F and type the word "scan" without the quotes, then press Enter.
- Use your Up and Down Arrow keys to find the filename you wish to download, then Down Arrow to the "scan and download" link.
- You may also choose to "view as HTML". This link opens the attachment as a webpage and does not download the file.

### Deleting email messages

From an open message:

- Quickly press B until you hear "delete button" and press enter. JAWS will say "the conversation has been moved to the trash".

You will be returned to the Inbox.

## Deleting multiple messages

From the Inbox

- Quickly press T to move to the messages table
- Quickly press X to move through the check boxes, pressing space on those messages you wish to delete.
- When you have selected all message, quickly press B until you hear "delete button" then press Enter.
- JAWS will say "the conversation has been moved to the trash".

You will be returned to the Inbox.

## Composing email messages

- From the Inbox, press Insert + F7 to move to the JAWS links list
- Press C for compose, then press Enter.
- Type your sender's address,
- Press Tab past the cc-field to "subject" and type your subject. Then press Tab to the message body.
- Type your message.
- To send, press Tab to the send button, then press Space.

## Attaching files to emails

- From a new email, exit forms mode by pressing Escape
- Quickly press B to the "attach file" button and press Enter.
- Press Shift + Tab twice to the file list view, then browse for your attachment using file management commands, then press Enter.

## Replying to email messages

- From the Inbox, open your message by pressing enter on the subject link
- Press Insert + F7 to move to the JAWS links list
- Press R to move to the "reply" link and press enter (note that "reply" may not be the first option beginning with R)
- Forms mode will activate, however you are immediately placed in the to-field. Press Tab until you hear "message body". Now you can reply.
- To send, press Tab to the send button, then press Space.

## Forwarding email messages

- From the Inbox, open your message by pressing Enter on the subject link
- Press Insert + F7 to move to the JAWS links list
- Press F to move to the "forward" link and press Enter)
- Forms mode will activate and you will be placed in the message body above the message you are forwarding.
- To send, press Tab to the send button, then press Space.

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