In this section, you will learn about:

- Creating an email account
- Signing in and out of Gmail
- Composing new e-mails
- Working with attachments
- Reading, replying, forwarding and deleting e-mails
- Creating a signature
- Using the out of office feature
- Managing the standard Gmail labels
- Working with google calendar

8.1. Accessing an email account

In this module, we shall focus on using Gmail also known as google mail which is part of the google workspace applications. Gmail is one of the most popular email providers though there are other email providers like outlook, yahoo, etc. Gmail is free and Being comfortable with web browsing is a pre-requisite for using Gmail.

8.2. Creating a google account/Gmail account/google ID.

To create a Gmail account:

1. Open your google chrome and type "mail.google.com" without the quotation marks and no spaces between and press the enter key to activate.
2. You will be required to input your email or phone but since you have no account, press the tab key to locate the create account menu and press the enter key to expand the menu.
3. Choose between for your personal use, child, work/business and press the enter key to make your choice (personal is recommended)
4. You will be prompted to enter your first name and sur name. Enter your details and tab to next and strike the enter key
5. You will be presented with a page for filling basic information including date of birth and gender; filling the appropriate fields and press the tab and enter keys to locate and activate the next burton.
6. You will be presented with radio burtons for choosing your user name and creating your own Gmail account. Use the arrow keys to navigate and press the space bar to activate your choice. If you selected choose your own Gmail account, upon pressing the space bar, you will be prompted to type in your preferred user name. Please ensure if you are typing your user name, don't live spaces in between. For example, joancynthia.
7. Press the tab key to skip to the next burton and activate using the enter key. If your user name is not available for use, you will be notified and if your user name is available upon pressing the enter key on the next burton, you will be requested to input your password.

8. Input your password and ensure you confirm; use the standards we covered in the previous lessons for creating secure passwords. Use the tab and enter keys to locate and activate the next burton. Upon activation, you will be prompted to confirm if you are not a robot.
9. Enter your mobile number and recovery email address (optional). Ensure you submit an active number because they will send a verification code that you have to type on the sign up page. Use the tab and enter keys to locate and activate the next burton. When typing your phone number, by default 256 the country code for Uganda will be in the edit box by default, just add your number after the code without the 0 and no space After.
10. Type your code the way it was sent excluding the letter G and the dash to your mobile phone. Use the tab and enter keys to locate and activate the next burton once again.
11. On the next window, Accept the privacy terms by pressing the enter key on the I accept burton and your google account will be created.

8.3. How to access your Gmail account:

1. Open google chrome, press ALT plus letter D and type"mail.com" without the quotation marks and spaces in between the letters. If not signed in already, type in your email address and press the enter key
2. The cursor will land on the password field, type your password and strike the enter key once again to sign in.
3. Please note that if you are successful, your account will open in your inbox using Gmail standard view.
4. If you don't sign out, the next time you sign in to your account on the same browser, you will already be logged in.

8.4. Switching between accounts:

1. Open mail.google.com.
2. Press B several times to go to the Gmail Account button (which identifies your current account in parentheses). This button is collapsed so press Enter to expand it.
3. Down arrow to the other account you want to open and press Enter.
4. This opens a web page with the Inbox for this account.

If you Down arrow and do not find the account, it may be that you have never logged into it before, or have not done so for a long time. Continue Down arrowing to the Add an account button and press Enter. Here you can type in that account's address and password to open it.

Continue Down arrowing past the Add and account button where you will find the Sign out of all accounts option. This is useful if you want to assist another person on your computer and need to access their Gmail account.

If you have several accounts, create a desktop shortcut for each account the same way you do it for any web page using the method we covered for creating shortcuts within Google Chrome.

8.5. Gmail standard view

When you open your Inbox page and press Insert T, the web page title includes the folder name, number of unread messages, your Gmail account, the name of the app, and the name of your browser (example: Inbox (20) –ralphmusiime@gmail.com - Gmail - Google Chrome).

Gmail used to have two views - Basic HTML and Standard view, Unfortunately, many people with visual impairments have been limited to using Gmail's basic view. While this view was easy to navigate and has fewer multimedia elements, it also lacked many of the advanced features available in the standard view and Google officially ended Basic HTML support in January 2024, so only the Standard view will be covered here.

With the Standard view, you can use native Google shortcut keys for quick navigation and initiating tasks like creating and deleting messages. To use these native keystrokes, you must first enable them. You only have to do this once. We shall look at 2 basic procedures;

Method one

1. Sign in to your Gmail account; For JAWS users, simply press the key command Insert plus the letter "Z" to turn off the virtual PC cursor. If you're using NVDA, switch from browse mode to focus mode by pressing NVDA plus the space bar.
2. To access the Keyboard Shortcuts dialogue, press the question mark key (Shift + slash). Once you're there, tab once to the link named "Enable or Disable."
3. If the link is labeled "Enable," press Enter to activate Gmail shortcuts. However, if it's labeled "Disable," refrain from pressing any keys as the Google shortcuts will already be active.

Method 2.

1. From the top of the page, press B several times to the Settings button, and press Enter.
2. Tab to the See all settings button, and press Enter.
3. Press Control F, type "keyboard," and press Enter.
4. Down arrow to the Keyboard shortcuts on radio button, and press the Spacebar to check it.
5. Press Control F again, type "save," and press Enter.
6. Press Enter on the Save changes button to update settings.

You also need to toggle off the JAWS Virtual PC cursor (Insert Z), or the NVDA Browse mode (Insert Spacebar). This must be done every time you start a new Gmail session.

When you open Gmail, you are usually already in Standard view. One way to verify this is to toggle off the JAWS Virtual PC cursor or turn on NVDA Focus mode, and then press C which is the native Google shortcut for composing a message. If you land in the To field of a blank message, you know you are in Standard view and that use of native Google keystrokes is enabled.

8.6. List of commonly used native Gmail keystrokes:

- X: From the top of a message folder page (Inbox, Sent, etc.), quickly go to first message in Inbox (X also selects and unselects messages).
- Down and Up arrow: Go to next and previous message in the Inbox list.
- Shift 3(#): Delete message.
- Enter: Open message.
- N: Jump to message body and read in Say all mode.
- C: Compose new message.
- Control Shift C: Add CC field.
- Control Shift B: Add BCC field.
- Control enter: Send message.
- G I: Go to Inbox.
- G T: Go to sent items.
- G D: Go to drafts.
- G C: Go to contacts.
- G N: Go to next page of Inbox messages.
- G P: Go to previous page of Inbox messages.
- Press the semicolon to expand the entire conversation, and the colon to collapse it.
- Press the letter "v" to move a message to your desired label or folder, and the underscore to mark it as unread.
- * symbol plus letter A selects all messages in the current view.

8.7. Reading messages and performing actions

To navigate through your list of Inbox messages, press G I which lands you on the most recent message, telling you the message sender, subject, date and time, and a message preview. The letter X is the Google keystroke for selecting messages. This will be important later for at least one reason: selecting multiple messages for deletion.

To open this message, simply press Enter. For opening any subsequent messages in the message list, use up or down arrow keys, and then press Enter to open the message.

Once opened, press letter N to get to the body of the message and have it read in Say all mode. You will hear some of the message header information before hearing body text.

If you would like to use standard screen reader keystrokes to read parts of the message (Up and Down arrow to read by line, Right and Left arrow to read by character, etc.), you must turn the JAWS Virtual PC cursor back on (Insert Z) or return to NVDA Browse mode (Insert Spacebar). Note that this does not put focus in the message body, but somewhere higher up on the screen. You will need to Down arrow a number of times to get back to the body text.

When finished reading the message, switch back to focus mode or turn off the virtual pc cursor if you had switched and press G I, or Alt Left arrow to return to the Inbox.

To delete one or more messages while in the Inbox:

1. In the Inbox list, press X on the first message to be deleted (X also unselects).
2. Down arrow to any other messages to be deleted and press X.
3. Press Shift 3(#).

The messages are moved to Trash. There is no announcement that they have been deleted. Focus lands on the message just below the last one that was deleted

Please note that you can also immediately delete an open message after reading. Do the following

1. Turn off the virtual pc cursor or switch to focus mode and press the keystroke; shift plus 3 (#) and the message will be moved to the trash and you will automatically be returned to your inbox.

8.8. Composing Messages

To compose a message:

1. Press the letter "C" to compose a new email, or use the letter "D" to compose from a new tab.
2. You can use the Tab and shift tab keys to navigate through the available fields, including the "To", "Subject" and "message body".
3. Neither the CC or BCC fields automatically appear. Press Control Shift C to add the CC field and/or Control Shift B to add the BCC field. If you forget these keystrokes, you can Shift Tab back before the To field to find these.
4. When you're in the "To," "CC," or "BCC" field, you can enter the full email if it is your first time communicating with the person on that email or type part of an email address if you have been communicating and Gmail will suggest matches for you. Once you've found the right match, press Enter to select it.
5. If there are multiple matches, use the left arrow to highlight the contact and press Alt + right arrow to open the contact card. Use your screen reader in virtual or browse mode to review the contents of the card. If you want to remove a recipient, press Delete.
6. Tab to the Subject field and type the text.
7. Tab to the message body and type your message
8. Press Control Enter to send the message or press the tab key to locate the send burton and press the enter key to activate. You should hear, "message sent."

   Note:

- To add several emails in the same field, for example if you want to add more than 2 emails in the "TO" field, type your emails and separate them with commas.
- To confirm you have inserted the correct addresses, you can Tab away from TO, CC OR BCC fields, Shift Tab back to them, and Left and Right arrow, as well as Up and Down arrow to hear recipient addresses.

8.9. Replying and forwarding messages

Replying messages;

1. Open the message from your Inbox. Ensure the virtual pc cursor is off or you are using focus mode.
2. Press R to reply to the sender or A to reply to all recipients.
3. Focus is placed at the top of the message body. Type your message.
4. Press Control Enter to send.

Forwarding a message:

1. Press F. Focus is placed in the To field. Ensure the virtual pc cursor is off or you are using focus mode
2. Add recipients here.
3. Tab to the message body. Type in text if desired.
4. Press Control Enter to send the message.

8.10. Formatting messages

Formatting text in Gmail is a breeze, and it's similar to other editors you may have used before.

To format text as you write, simply press the keyboard shortcut and type text you want to format. If you need to add or remove formatting from existing text, select the text and press the appropriate keyboard shortcut.

Some of the most commonly used formatting shortcuts include:

 Undo (Ctrl + z), redo (Ctrl + y), bold (Ctrl + b), italic (Ctrl + I), underline (Ctrl + u), numbered list (Ctrl + Shift + 7), bulleted list (Ctrl + Shift + 8), font selection from the drop-down menu (Ctrl + Shift + 5 for previous font and Ctrl + Shift + 6 for next font), font size (Ctrl + Shift + hyphen for smaller and Ctrl + Shift + plus for larger).

If you need to insert a link, simply press Ctrl + k. This will open an Edit link dialogue where you can enter the text to display and the address of the link. You can also specify whether the link points to a URL or an email address using the radio buttons provided.

To remove all formatting from selected text, press Ctrl + backslash.

Gmail also automatically corrects errors as you type and highlights any errors that it didn't correct. Your screen reader will alert you when Gmail has corrected an error and when you review text that you entered.

If you need to review spelling or grammar errors, simply press Ctrl + single quote to move to the next error or Ctrl + semicolon to move to the previous error. The spelling or grammar error will be announced, and you can review the suggested correction by pressing Tab to open the Spellcheck options dialogue. To accept the suggestion, press Enter or Tab for additional options, and the focus will return to where you were editing.

8.11. File Attachments

To attach one or more files to a message:

From computer:

1. Compose the message.
2. Within the Compose dialog, Tab past the message body field to the Attach files button and press Enter.
3. This opens the standard Attach files dialog in file explorer. Shift tab back several times and select one or more files from your preferred location.
4. Press Enter when done.
5. Tab once to the Send button and press Enter to send the message.

From clipboard:

1. Go to file explorer and copy your file you want to add as an attachment with control plus letter C. Please note that the computer doesn't necessarily copy the file but it copy's the file path.
2. Compose the message.
3. Within the Compose dialog, Tab past the message body field to the Attach files button and press Enter.
4. You will be presented with an edit field asking for the file name; immediately paste your attachment with control plus letter V and press the enter key. You will be returned to your message body.
5. Tab once to the Send button and press Enter to send the message.

Please note that:

- By default, if the copied file is an image, it's copied inline in the body.
- If your attached files are greater than the limit for your account, Gmail automatically adds a Google Drive link in the email instead of including it as an attachment.

Deleting an attachment

Attached files are at the end of the message. To remove an attached file from a message draft, place focus in the message body and use the down arrow to navigate to the file that you intend to remove. When focus is on the correct file, press the Delete key.

To access an attachment, you have received:

1. Open the message.
2. Press Insert Z to switch the JAWS Virtual PC cursor on, or Insert Spacebar to turn on NVDA Browse mode.
3. Press G to quickly get to the Attachments graphic.
4. From here, Down arrow or press B to get to one of the following three buttons and press Enter to activate your choice:
    a. Download button: Download to your Downloads folder.
    b. Add to Google Drive button: Add the file to Google Drive.

c. Edit button: If the file is compatible with one of the Google apps, such as Microsoft Word, Excel or PowerPoint, open and edit it in Docs, Sheets, or Slides, respectively. As soon as you open the file, it will automatically be saved in Google Drive.

If you have received multiple attachments, you can access each of the individual files with the same choices as above. There will also be a Download all attachments button. Activating this will download a ZIP file to your Downloads folder. Its name will include the subject line of the message you received.

8.12. Other Actions

Folders are called "labels" in Gmail. To access labels, use the following native shortcuts with your JAWS Virtual PC cursor and NVDA Browse mode off:

- G I: Go to Inbox.
- G T: Go to sent items.
- G C: Go to contacts.
- /: activate a search
- G D: Go to drafts.

Any message that you have not sent is automatically saved as a draft. You can press G D to go to the Drafts folder, complete it and then send it. Also go here to periodically delete drafts you no longer want. Because of this autosave behavior, there is a strong likelihood that you will save lots of unintended drafts. Therefore, it is a good idea to clean out this folder from time to time so you can more easily find the drafts you actually want to complete and send.

8.13. Signing out of Gmail

1. Sign in using the methods we covered above, but if you are already logged in, ensure that the JAWS virtual pc cursor is on or the NVDA browse mode is on.
2. Press the keystroke control plus the home key to move to the top of the page.
3. Press letter B several times to go to the Gmail Account button (which identifies your current account in parentheses). This button is collapsed so press Enter to expand it.
4. Down arrow to the sign out link and press the Enter key to activate.

8.14. Scheduling emails

There are maight be situations where you want to send an email but you want the person not to receive it immediately but at a later date. This is possible using the procedures below:

1. After composing your message, press the tab key twice to skip to the send options menu. Press the enter key to activate.
2. Use the down arrow and enter keys to locate and activate "Schedule send."
3. Use the arrow and enter keys to choose from the suggestions or choose the date/time option to make your preferred choice.

4. If you selected date/time to make your custom date/time, upon pressing the enter key, press the tab key to locate the date edit field and edit, press the tab key again to locate the time edit field and edit (time must be in 24 hours).
5. Use the tab and enter keys to locate and activate the schedule send and you will be good to go.

8.15. Sending confidential E-mails.

When you use confidential mode to send a message in Gmail, the intended recipient will not forward, copy, download or print the email. The recipient will either read the mail within the specified period or must enter a code to read your email.

The option to send the email with a password restriction is currently used by a few countries for now; unfortunately, east African countries are not on the list probably google has not yet reached out. Never the less, we can always use the option of sending without the code but with restrictions on forwarding, copying, downloading and printing.

To send an email as confidential;

after composing your message; before you send,

1. Tab several times to the 'Toggle confidential mode' button and press Enter. Set the expiry period for your message from the drop-down options, that is to say; one day, one week, one month, 3 months and 5 years.
2. Choose passcode requirements from the 'No SMS passcode' or 'SMs passcode' radio buttons. If you selected the options for SMS password, you will be prompted to insert your country code and phone number.
3. Navigate to and activate the 'Save' button. After saving, you can send your message using the send button as usual.
4. The confidential mode also lets you remove access early and renew access again. For example; you can stop your recipient viewing the email before the expiry date and also renew access. Just go to your confidential sent email, open it and locate the remove access burton or renew access. Its usually located at the bottom of the message if you are using a screen reader
   Note: Confidential mode helps prevent recipients from accidentally sharing messages. However, it can't prevent recipients from taking screenshots or photos

8.16. Vacation Responder

You have probably received auto-reply messages from people when they are on vacation. Here are the steps for preparing such messages with the Gmail Vacation Responder feature:

1. Sign in into your Gmail account
2. With the JAWS Virtual PC cursor or NVDA Browse mode remaining on, press B several times to go to the Settings button, and press Enter.
3. Down arrow to the See all settings button, and press Enter. If you don't find it, try tabbing instead.
4. Search for "vacation" to find the text "Vacation responder."

5. Down arrow to the two radio buttons for Vacation responder On and Off, and select the On radio button.
6. Down arrow to the First day edit field, delete all prefilled text, and type in the first day in MM/DD/YYYY format, and press Enter. Be sure to type it in exactly this way. It does not seem very flexible.
7. Down arrow the Fixed end date checkbox, and check it if there is a fixed end date.
8. Down arrow to the End date edit field, and type it in the same way as in the Start date field.
9. Down arrow to the Subject edit field, and type in something like: "Out of Office Reply."
10. After this field, there is a long list of formatting buttons. Press E to quickly jump past these to the Vacation responder edit field and press Enter to get into it.
11. This is the message body that recipients will see for the duration of your vacation. Provide information about the start and end dates of your vacation, and who to contact while you are away. When finished, press Escape.
12. Press B to go to the Save button and press Enter. You will be redirected to your Inbox page.

8.17. Creating a Gmail signature

An email signature is a block of text that appears at the bottom of every email you send. It typically includes your name, title, company, contact information (email address, phone number), and sometimes a link to your website or social media profiles.

The importance of email signatures lies in their ability to:

- **Provide essential contact information:** Recipients can easily find your details without having to ask.
- **Enhance professionalism:** A well-designed signature creates a professional and polished impression.
- **Increase brand awareness:** If you include your company logo or tagline, you can promote your brand with every email.
- **Drive traffic to your website or social media:** By including links to your online presence, you can encourage people to visit.
- **Save time:** You don't have to manually type your information into every email.
A good email signature is concise, easy to read, and consistent with your professional brand.

How to create an email signature in Gmail

1. Sign in into your Gmail account
2. With the JAWS Virtual PC cursor or NVDA Browse mode remaining on, press B several times to go to the Settings button, and press Enter.
3. Down arrow to the See all settings button, and press Enter. If you don't find it, try tabbing instead.
4. Press the escape key to exit forms mode if you are using JAWS; otherwise, press letter B several times to navigate through the burtons to locate create new signature and press the enter key to activate. Please note that you can create more than one signature and if you have an existing signature, you will find additional burtons for delete and edit signature.

5. Type in your signature title and press the tab key to locate the create burton and press enter to activate
6. Press letter E to navigate to the edit box for edit signature; paste or type your information which may include; names, contact information, profession etc.
7. If you want to add an image, logo or link, after typing your information above; press the escape key to exit the edit box and skip to the tool bar with the formatting options. Use the up and down arrow keys to navigate through; font formatting, alignment, adding images, links etc.
    Please note that
*   I recommend typing your well formatted signature in word and just pasting it in the edit box.
*   If you plan to insert a link or an image, ensure the cursor in the edit box is placed in the correct position where you want the link or image to be placed. Use the methods we used for attaching files and inserting links while composing emails
8. Press the tab key to locate 2 important combo boxes; the first combo box is to help you choose what signature to use for new emails; by default, it's no signature. Press the arrow keys to make your choice and press the tab key to skip to the second combo box which is to choose on reply options; choose your signature with the down arrow and tab once again.
9. Press the letter B to locate the save burton and press the enter key to activate and you will be taken back to your inbox.

8.18. EMPTYING THE TRASH FOLDER

There is no quick key combination to go to the Trash folder. But you can access it by pressing a keystroke GL, type TRASH, and pressing Enter. GL provides a list of labels, but Down arrowing does not reveal Trash, so you must type it.

In the Trash folder, you can return a deleted message to your Inbox by Down arrowing to the message, pressing the Applications key, Down arrowing to Return to inbox menu, and pressing Enter.

As you delete messages, they are sent to the Trash folder. Deleted messages remain in this folder until it is emptied. You should empty this folder on a regular basis to make it easier to use and to conserve disk space. Gmail automatically deletes messages that have been in the Trash folder for over 30 days. To empty the trash folder, do the following;

1. Open the Trash folder using the method we covered above.
2. Select the messages you want to delete using the letter X.
3. Press the application key or shift plus function key 10, use the arrow and enter keys to locate and activate the delete burton.
4. You can also empty the trash folder by pressing shift plus the TAB key once to locate the "empty bin" burton, press the enter key and you will be prompted to confirm if you want to proceed with the action. Accept and all the messages will be deleted forever.

8.19. USING SPAM

The Spam filter evaluates each incoming message based on several factors, including the content of the message. You can mark an e-mail as spam by selecting it and pressing the exclamation mark (shift plus number 1).

To remove an email from spam;

1. Open the Spam folder.

The Junk E-mail folder opens.

2. Select a message that you want to mark as not spam, press the application key and activate the Not spam option. The e-mail is removed from Spam to the Inbox.

8.20. Google calendar

To access the Google Calendar, open a new tab in your browser, type "calendar.google.com," minus the quotes, and press Enter. You may need to log in with your Gmail account the first time, but your browser usually remembers you in subsequent sessions. If you are going to use the Google Calendar with any frequency, create a desktop shortcut for this web page.

8.21. Calendar Navigation

As we covered in Gmail, turn off the JAWS Virtual PC cursor with Insert Z, or the NVDA Browse mode with Insert Spacebar so that you can use native Google keystrokes. Below is a list of the native keystrokes I consider most essential for navigation

- T: Today view.
- A: agenda view.
- G: Go to date.
- D: Day view
- W: Week view
- M: Month view
- P or K: Previous period, depending on your current view (for example, if in Day view, previous day, if in Month view, previous month, etc.).
- N or J: Next period, depending on your current view (for example, if in Day view, next day, if in Month view, next month, etc.).

After opening the Google Calendar and turning off the JAWS Virtual PC cursor or the NVDA Browse mode, press T and then A to place the Calendar in the Agenda view for today. In the Agenda view, Down and Up arrow from event to event, and Right and Left arrow to the next and previous day, respectively. Days without scheduled events will be skipped over.

- You can also press G which opens the Go to date edit combo box. You can manually type in the date you want to navigate to, using the MM/DD/YY format. This edit combo

box is pretty smart. If the date is not too far in the future, and is still within the current year, you do not need to type in the year. Nor do you need to type in zeros for single-digit months and days. For example, if today is May 25, and I want to go to July 4 this year, I only need to type in 7/4, and then press Enter and then A for Agenda view. Also, if the date is not too far away, after opening this edit combo box, Down or Up arrow to go to the next or previous day, and press Enter.

- When using the Go to command, one little trick I have discovered is to remember to press A for Agenda view after typing in a date and pressing Enter. If you forget to type A, you will not consistently land on the desired date.

If you are in the Agenda view for today, and Left arrow, you will notice that you can not move back to yesterday. Also, if you Right arrow a bunch of times, after two or three weeks, you will no longer be able to continue Right arrowing to future days. This is where pressing P or K for previous period or N or J for next period comes in handy. You can also press G (the Go to command), type in the date you want to navigate to, and press Enter to move there.

8.22. Creating, Editing and Deleting Events

Important native keystrokes for creating and editing events are:

- C: Create event.
- Control S: Save event.
- Delete: Delete event.
- E: Edit event.

Creating events;

Press C to create an event. This opens the Event details dialog which, at first glance, appears cumbersome, with over 35 tabs. But don't worry. Once you know about the most commonly used fields, there are simple ways to get to them quickly. While I will give more or less a full tour of this dialog, for appointments, the only fields that really matter are the Title, Start date, Start and end times, and perhaps the Recurrence, Add location, and Description fields. And if scheduling meetings, also the Guests field.

Press C to create an appointment or meeting. This opens the Event details dialog. Several of the fields you Tab through are listed below in the order in which they are encountered:

- Title field. Type in the name of your event here.
- Save button: I never use this. Instead, press Control S from anywhere in this dialog when you are ready to save the event.
- Start date combo box: Either type in the date, or Down arrow day by day.
- Start time edit combo box collapsed: Either type in your time, or Down arrow to expand and Up or Down arrow by 15 minute increments. To manually type in a time instead, you can type 145 for 1:45 PM. Typing in colons is not necessary. The Google Calendar is usually smart enough to guess whether the time is AM or PM. But you can also type in P or A for PM or Am, as in 145p for 1:45 PM. You can also type in just the hour, for example, 3 or 3 P, and the field will auto-populate with 3 o'clock PM.

- End time edit combo box. This is pre-filled with a time one hour after the start time you designated. Changing times here behaves the same as the Start time edit combo box.
- All day checkbox: Check it for all day events (examples: birthdays, vacation days, and holidays).
- Recurrence combo box: The default is does not repeat. Using the example of Monday July 10, recurrence options you can Down arrow through include daily, weekly on Monday, monthly on the second Monday, annually on July 10, every weekday (Monday to Friday), and custom for a few other patterns (more on how the Custom option works below).
- The Guests edit combo box where you can insert email addresses for meeting invitees. The next few tabs include various meeting options including checkboxes for: letting guests modify the event, letting guests invite others to the event, and letting guests see the event guest list.
- Add Google Meet video conferencing button: Press this to organize a remote meeting with Google Meet.
- Add location edit combo box: Type in the location of your appointment or meeting. If a meeting, you should provide a location. If an appointment, this field doesn't matter unless you think you might forget it.
- Notifications: Here you can find various options for designating time periods in advance of events for sending reminders.
- Description edit field: Type in notes for an appointment. If a meeting, this will become the text body of your message to invitees.

The Description edit field is the last field in the dialog. It does not wrap back around to the first field. If you Tab, you will get lost on a toolbar of some sort. To go back to a previous field, you must Shift Tab to get there.

Deleting events:

Deleting an event is easy. Just Down or Up arrow to the event, and press D to remove it. You can also press the Delete key and Tab once to the Yes button and press Enter.

To edit an event, Down or Up arrow to it and press E. You can also press Enter on it, Tab once to the Edit button, and press Enter

To edit any of your entries, rather than Tab through many times, press Insert F5 with JAWS to bring up the Forms list, or bring up the NVDA Elements list and switch to Forms. It is not necessary to turn the JAWS Virtual PC cursor or NVDA Browse mode back on. You can now first-letter navigate to the field that interests you and press Enter to get into it. Letters such as S for Start date and time, R for Recurrence, A for Add location, and D for Description are especially useful.

Regarding the scheduling of recurring events, use the Custom option for creating events like classes that repeat several times each week over a number of weeks. In such cases, steps are:

1. Press C to create the event and type its name.
2. Tab to the Start date edit combo box and enter the first date in the series.

3. Tab to the Start and End time edit combo boxes, and fill in these times
4. Tab to the Recurrence combo box, press the Spacebar or Alt Down arrow to expand it, press C for Custom, and press Enter to open the dialog.
5. You first land on the Weeks to repeat edit spin box where the default is 1. If your recurrent event was to repeat every two weeks, you would Down arrow to that instead. But for a class repeating weekly, remain at 1.
6. Tab to the Frequency combo box where the default is Week. Other choices are Day, Month, and Year.
7. Following this are checkboxes for each of the seven days of the week. If your class is every Monday, Wednesday, and Friday, check those check boxes.
8. Tab to the Recurrence where radio buttons are present for designating end dates. Options here are: Never ends, Ends on a specific date which is identified, and Ends after a specific number of occurrences. The terminal date and number of occurrences identified are consistent with each other. To adjust one of these, Down arrow to one of these, press Enter to lock it in, Tab to the edit field for either the terminal date or number of occurrences, and type in either the end date or number of occurrences.
9. Tab to the Done button and press Enter.

This returns you to the Create event dialog where you can fill in any remaining fields and save the recurring event.

If you later decide to delete one session in the series or the entire series, press the Delete key on the event. You first land on an OK button, which is only for a single occurrence in the series. Press Enter if that is your intention. Otherwise, Tab to a set of three radio buttons: This event, This and following events, and All events. Press Enter on your choice.