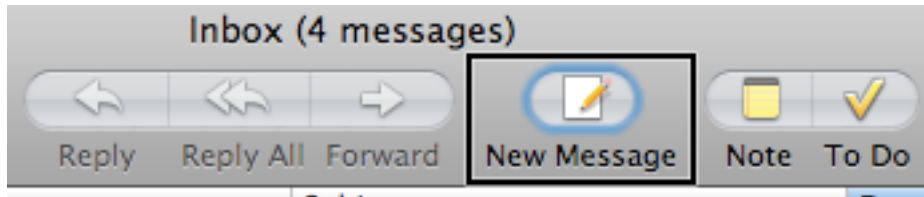# Tech Ease for All

Sending an Email Message with VoiceOver and Apple Mail

VoiceOver is the screen reader included with Mac OS X. This tutorial covers how to use VoiceOver to send an email message with Apple's Mail program.

To send a new email message with VoiceOver and Apple Mail :

1. Press Command, F5 to activate VoiceOver if it is not already running.
2. Press Control, Option, D to move the focus to the Dock.
3. Use the Left and Right Arrow keys to navigate the icons in the Dock. When Mail is selected, press the Space Bar to open the program.
4. When Mail opens, the focus will be on the Messages List. To send a new message, you will first need to move the focus to the Toolbar by pressing Control, Option, and the Left Arrow key a few times.
5. Once the focus is on the Toolbar, press Control, Option, Shift, Down Arrow to start interacting with it. This will allow you navigate the buttons on the Toolbar.

6. While you're interacting with the Toolbar, press Control, Option, Left Arrow a few times to move the focus to the Send Mail button, then press the Space Bar to make a selection. This will open the New Message window.

Inbox (4 messages)

Reply   Reply All   Forward   New Message   Note   To Do

7. To navigate the text fields in the New Message window, press the Tab key on your keyboard. The first text field will be the To field, where you can address your message.
8. For the body of your message, press the Tab key until the focus is on the Edit Text field, then start typing your body text.
9. When you're done with the body of the message, press Control, Option, Shift, Up Arrow to stop interacting with the Edit Text field.
10.   To send your message, press Control, Option, Left Arrow to move the focus to the Toolbar.
11.   When the focus is on the Toolbar, press Control, Option, Shift, Down Arrow to interact with it. This will allow you to select the individual buttons on the Toolbar.

12.   The Send Mail button will be selected when you start interacting with the Toolbar, as it is the first button. To send your message, press the Space Bar while the focus is on the Send Mail button.

For additional tutorials, please visit our website at http://etc.usf.edu/techease/4all/