**Accessing Gmail Basic HTML Using JAWS**

The following step-by-step guide offers a basic introduction to using Gmail for JAWS users.

\*\*\*Note: JAWS commands presented are based on using a laptop (Caps Lock is the default key); make sure your computer is set to use laptop commands (make these changes in JAWS window, Help Menu, Startup Wizard). *Helpful hint:* the setting to use laptop commands can also be set on a desktop computer.

**Open Gmail and change settings to ensure compatibility with JAWS commands**

* Turn JAWS on
* Open Internet Explorer
* Navigate to Gmail through address bar (consider setting Gmail as your home page (Tools, Internet Options, General, Home Page edit box)
* Press E to get to the “email address” edit box, then press Enter to go into the edit box and type your email address
* Press Tab to get to the “Next” button, Spacebar or Enter to activate
* Press E to get to the “password” edit box, then type your password
* Tab to “Sign In” button, Spacebar or Enter to activate
* For first-time Gmail users, down arrow until you hear “Basic HTML View” button, Spacebar or Enter to activate
* Tab until you hear “Set basic HTML as default” link, hit Enter to activate (note, once you change this setting, you will not have to do it in the future)
	+ Note: Basic HTML is preferred for running JAWS with Gmail; the commands below will not work if this setting is not changed.

**Navigate to Inbox and Read Messages**

* Press Alt + I to go directly to “Inbox” link (Alt + Shift + I also works), Enter to activate
* Press X to go directly to the 1st email in the Inbox. JAWS will read “checkbox not checked” because it takes you to the checkbox next to the first email. Thereafter, X takes you down through the checkboxes one at a time. Shift + X will take you backwards up through the list of emails.
* Use down arrow to get to the message subject link (the sequence is checkbox, graphic [if there is one], email sender, message subject link)
* Press Enter to open the message subject link
* Press H to get to the message subject heading (if a user has a lot of labels, each label is read as a heading, so it takes a long time to get to the message subject heading; consider pressing N to get to the message subject heading)
* Press N until you get to nonlinked text (main content)
* Down arrow to read through message
	+ Note: If N does not take you to nonlinked text, use down arrow after you hear message subject heading

**Reply to Messages**

* **Method 1:**

o After reading message, press down arrow until you hear “quick reply”, then press E to get to edit box, press enter to begin typing.

o Type reply

o Tab to “Send” Button, Enter to activate

* **Method 2 (best when sending attachments):**

o Use Alt + R (Alt + Shift + R also works) to get to the “reply” link, Enter to activate

o After activating the “reply” link, user is placed in the “To” edit box: type additional addresses if needed (or leave as is)

o Tab to “CC” edit box, type in addresses if needed (or leave as is)

o Tab to “BCC” edit box, type in addresses if needed (or leave as is)

o Tab to “Subject” edit box, type edits if needed (or leave as is)

o Tab until you hear “message body edit,” type reply

o Tab to “Send” button, Spacebar or Enter to activate

**Compose Messages**

* Use Alt + C (Alt + Shift + C also works) to get to the “compose” link, Enter to activate
* User is placed in the “To” edit box: type in recipient email address or addresses
* Tab to “CC” edit box, type in addresses if needed (or leave as is)
* Tab to “BCC” edit box, type in addresses if needed (or leave as is)
* Tab to “Subject” edit box, type message subject
* Tab until you hear “message body edit,” type message body text
* Tab to “Send” button, Spacebar or Enter to activate

**Delete Messages**

* Go to Inbox (Alt + I, Enter)
* Press X to go to first checkbox
* X travels forward by checkbox; Shift + X travels backwards
* When JAWS reads “checkbox not checked” press Spacebar to check the checkbox
* JAWS should read “checkbox checked”
* Press B (to travel by button) until you hear the “Delete” button, Spacebar or Enter to activate

**Attach Files**

* From either “reply” or “compose” screens, Tab until you hear “attach file button, browse…,” Spacebar to activate Browse button
* Navigate Windows Explorer to locate your file, then navigate to “Open” button and Spacebar or Enter to activate
* Tab until you hear “Send” button, Spacebar or Enter to activate (or press the shortcut to save “Alt + S”

**Download Files**

* When reading a message containing an attachment (JAWS will alert you to this when you down arrow from checkbox by saying “graphic attachment”), pressing N will take you to title of attachment
* After you hear title of attachment, down arrow until you hear “scan and download” link, Enter to activate
* Let JAWS read fully to get instructions on how to download: a notification pop-up regarding how you want to download the document will be heard; use Alt + N to get to the pop-up
* Once at the pop-up: choose your preference: Open document, Save (or Save As) document, or Cancel

o Note: If you hear “protected view” upon opening the document (if MS Word document), go to File Menu (Alt, then F), then Tab until you hear “enable editing” and hit Enter to activate – after you have enabled editing you should be able to listen to the document

**Sign Out**

* Open up a list of links (Caps Lock + F7)
* Use first-letter navigation to locate “sign out” (press “S”)
* Tab to the “activate link” button, Enter to activate

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