Hadley

Getting Started Sample

Presented by Vikki Vaughan

**Vikki:** Hi, I'm Vikki Vaughan and today, we'll discuss a couple of ways to open Microsoft Outlook. We'll also explore the inbox in this handy email and calendar application. As we start off in this workshop, we’re assuming you’ve already gotten your computer setup for your low vision needs. If you haven’t already, you’re in luck! Hadley has an instructional series entitled, Customizing Windows for Low Vision. It explores all the cool built-in features that Windows offers for users with low vision. Be sure to check it out! This workshop is intended for users with low vision. If you use a screen reading program, be sure to check out our screen reading version of this workshop.

It seems just about everyone is using email to communicate these days. If you're wanting to learn the basics of outlook, Microsoft's amazing email and calendar application, you've come to the right place.

Let's dive right in by locating our Outlook icon on the desktop. We'll use our mouse pointer to double click the Outlook icon and start the program. Now, if you don't see the Outlook icon on your desktop, not to worry, Windows 10 has another cool way to locate and open programs on our computer. It's called the Search bar. To open the Search bar, we press the Windows key, located between our left Control and Alt keys.

**Ed:** Now that you've had a chance to learn a bit with us, we'd like to learn more about you; your name, email address, how you heard about Hadley and your relationship to vision loss. Learning more will give us a better understanding of how to personalize Hadley just for you. And don't worry, everything you share with us online will be kept safe and secure. Of course if you'd prefer to talk through these questions, we're just a phone call away at 800.323.4238.

Taking these few steps saves your preferences so you can continue right where you left off and track your progress every time you log on. Plus, it connects you to the Hadley community and helps sustain our funding to keep Hadley free of charge. And last but not least, it gives you direct access to experts like me. Now, where were we?