

Task Tour 12: Sending email

Send an email message, including a link, to several people.

Say commands in order, making sure to watch what happens between commands. Pause at any “ · ” to go step-by-step. Say “UC Lesson” or “UC Full” followed by a lookup number for command details (for example, “**UC Lesson 2 Point 1 5**”).

Say these commands in order	This is what will happen	Lookup
Speech On	Turns the asleep (yellow) microphone on	1.1
Express Eric Lisa CC Kim	Opens Outlook Express and sets up a message to Eric and Lisa CC'd to Kim	8.5
meeting tomorrow	Types “meeting tomorrow” on the subject line	1.2
Line Delete	Deletes the subject line	7.21
Cap This week	Types “This week” on the subject line	1.2
1 Tab	Hits Tab to move the cursor to the message body	6.6
Lots to do Period · new paragraph	Types “Lots to do.” and moves to a new line	1.2 · 7.4
Check this out Colon · new line	Types “Check this out:” and moves to a new line	1.2 · 7.4
Redstart Systems Site Path	Types “http://www.redstartsystems.com” because it’s on your Site list	9.8
Window Close · No · Window Close · Speech Off	Closes the message without saving, closes Outlook Express, then puts the microphone to sleep (yellow)	2.16

(UC 10, key/mouse 28)

Tip: You can say more than one window-closing command in a row, but you can only decide to save or not save changes on the window you start with.

Note: In Vista Outlook Express has been renamed “Mail”. The Express commands will bring up Mail.