# ChromeVox and GMail

## Lesson 8

## Overview

Gmail is the only Google application that keystrokes are turned off by default.

To see if keystrokes are on or off press the letter C. It will either open up Compose or it will not. If it does not open Compose then the keystrokes are off in this application. Go to Tools, then Settings, navigate to Keyboard Shortcuts and turn them on. Select Save Changes at the bottom of the page.

The usual way to access keyboard shortcuts info is Control+/. Not in Gmail, in Gmail it is ?.

The spelling checker works slightly different in Gmail. Use Ctrl+; to navigate backward to misspelled words, use Ctrl+’ to navigate forward to misspelled words. ChromeVox+M does not work here, instead use Tab to navigate to the spelling suggestion. Use ChromeVox+Spacebar to select.

Google calls Folders, Labels. Create a Label for each class the student. If the student is advanced, you may want to create a filter and send each classroom teacher’s emails to the Label that was created.

## Keystrokes for this Activity

* Compose Email: c
* Go to inbox: gi
* Go to all mail: ga
* Go to folder: gl: then keyboard the first several letters of the folder
* Go to sent messages: gt
* Move focus to search field: /
* Select messages: Navigate to selected messages, select multiple messages using the Shift key
* Delete messages: #

## Activity

The student can:

* Compose email
* Open email
* Delete email
* Move from the navigation pane to the inbox
* Attach a file and send it from Google Drive or the Files app
* Download a file from an email they received to Google Drive or the Files app
* Create and use Labels