# Opening and Sending Attachments in Gmail with JAWS

Group size: small group

Allotted time: 45 minutes

Standards

Expanded Core Curriculum, Assistive Technology

Standard - CC.1.2.11-

Integrate and evaluate multiple sources of information presented in different media or formats (e.g., visually, quantitatively) as well as in words to address a question or solve a problem.

## Materials

* Laptops with JAWS installed.
* Stable internet connection

## Objectives

Students will be able to:

* Open attachments in Gmail using JAWS.
* Learn how to send attachments using Gmail and JAWS.

## Do now:

* Log in
* Open Chrome
* Go to Gmail.com

## Keyboard Commands

* Move through a dialogue box-Tab
* Go to an email attachment-U for unvisited links.
* Use B for buttons to download an attachment.
* Shift tab will go backward in a dialogue box.
* File explorer-Windows E.

## Instruction

* Today we are going to learn how to open and send attachments using Gmail and JAWS.
* To start we are going to open an attachment.
* Have students find the attachment in the email I sent them.
* To find an attachment we can use the letter U since the attachment is a link.
* There are several buttons we can use to save an attachment, open in Google Docs, or preview an attachment.
* Have students preview, open, and download the attachment.
* Next have students send the attachment.
* Have them compose an email again.
* In the dialogue box there is a button labeled attachments.
* When the attachment was saved it was saved in the downloads folder of the file explorer.
* The open dialogue box opens.
* Use tab and shift tab to move through the dialogue box.
* Find the attachment and press enter to paste it into the email.
* Once the attachment is in the email, press control enter to send it.

## Closure

* Answer any questions.

## Reflection

## Notes