# Teams Tips

## Teams Tip 1: Opening a File Attachment from a Chat Message

When navigating the chat app within Teams you may hear that a message has an attachment. The key is to open the attachment in a way that you can both read and edit the attachment.

* Press **CTRL+2** to move to the Chat app in Teams
* You may need to press **CTRL+2** again to make sure the focus moves to the list of chats
* Pick your chat by pressing **ENTER**
* You should hear JAWS say “Type a new message, editing edit”
* Press **SHIFT+TAB** to move into the messages within this chat
* Use the arrow keys to move through the messages
* Use **ALT+2** to move from the chat messages to the files associated to this conversation
* Once in the list of files you can use the **UP** and **DOWN** arrow keys to select a file
* Use the **APPLICATIONS KEY** or **SHIFT+F10** to open the context menu
* Press the **DOWN ARROW** to choose “Open in Desktop App” and press **ENTER**
* The file will be opened in the app specified by the file
* Make any changes and use **ALT+F4** to exit the file
* Once back in Teams you can use **ALT+1** to move back to the chat portion of this conversation

Notes:

* If you accidently open the file in the Teams application you can press **ALT+LEFT ARROW** to exit the file
* You will need to press **ALT+1** to switch between the files view and the chat view. Until you do this the rest of the chat app will not function as expected
* Some of these commands listed in this tip are JAWS specific, use **INSERT+H** for a list of JAWS commands

## Teams Tip 2: Opening a File Attachment from a Channel

When navigating the channel within Teams you may hear that a post has an attachment. The key is to open the attachment in a way that you can both read and edit the attachment.

* Press **CTRL+3** to move to the Teams app in Teams
* Move to the channel within a team such as “General” by using the **RIGHT ARROW** key to expand the tree on the team and pressing ENTER on the channel
* Focus will move to the posts in that channel and you will hear JAWS say “New Conversation Button”
* Use **ALT+3** to move from the posts to the files associated to this conversation
* Once in the list of files you can use the **UP** and **DOWN** arrow keys to select a file
* Use the **APPLICATIONS KEY** or **SHIFT+F10** to open the context menu
* Choose the Open submenu followed by “Open in Desktop App”
* The file will be opened in the app specified by the file
* Make any changes and use **ALT+F4** to exit the file
* Once back in Teams you can use **ALT+2** to move back to the chat portion of this conversation

Notes:

* If you accidently open the file in the Teams application you can press **ALT+LEFT ARROW** to exit the file
* You will need to press **ALT+2** to switch between the files view and the posts view. Until you do this the rest of this section of Teams
* Some of these commands listed in this tip are JAWS specific, use **INSERT+H** for a list of JAWS commands

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### Don’t forget to join the FB group for JAWS Users.

## Teams Tip 3: Opening a File Using the Files Section of Microsoft Teams

Teams has a Files app which allows you to see any file you have access to within Teams.

* Press **CTRL+6** to move focus to the Files app
* JAWS will announce “Files List Grid” followed by the most recent file you have accessed
* You will be placed in a list of recent files
* You can use **UP** and **DOWN ARROW** keys to select a file
* Use the **APPLICATIONS** **KEY** or **SHIFT+F10** to open the context menu
* Use **DOWN ARROW** key and select “Open in Desktop App” with **ENTER**
* The file will be opened in the app specified by the file
* Make any changes and use **ALT+F4** to exit the file

You can also view all files in Microsoft Teams or downloaded files.

* Press ALT+1 for Recent files
* Press ALT+2 for all Teams files
* Press ALT+3 for downloaded files

Use CTRL+F6 after you have chosen recent, all or downloaded files to return to the list of files.

Notes:

* If you accidently open the file in the Teams application you can press **ALT+LEFT ARROW** to exit the file
* Some of these commands listed in this tip are JAWS specific, use **INSERT+H** for a list of JAWS commands

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## Teams Tip 4: Sending and Receiving Chats with JAWS

Using the Chat feature of Microsoft Teams is one of the easiest features built into Teams.

### Sending a Chat

* Press **CTRL+N** from anywhere to start chatting
* Type in the name of the person and Teams will start filtering
* Press **ENTER** on the name of the person and JAWS will tell you to either press **ENTER** to start the chat or type another name
* Once you have added the people you want in the chat you will hear JAWS say “Type a new message, editing edit“
* You can now press **INSERT+T** to read the title and check the status of the person you are sending the chat to
	+ This is a feature in the JAWS and Fusion 2021 February release
	+ You can only check the availability of a single person with **INSERT+T**
* Type in your message and press **ENTER**
* Your focus will return to the edit field
* Press **SHIFT+TAB** to review the messages in the chat
* From the edit field you can press TAB to see other options like adding attachments, formatting the chat, etc.
* From in the chat you can SHIFT+TAB to call the person or group, pop out the chat to a separate window, view files in the chat, etc.

Note: Both Teams and JAWS have additional keystrokes from within the chat application. Examples are: **CTRL+SHIFT+C** to call the chat participants, **INSERT+F8** for a list of buttons, **ALT+2** for a list of files, etc. Use **INSERT+H** for JAWS hotkeys and **CTRL+.** (period) for Teams keystrokes. You will need to toggle on the Virtual Cursor with **INSERT+Z** when viewing Teams keystrokes.

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## Teams Tip 5: Popping Out a Chat

Microsoft Teams has a feature just like many other chat applications where you can have a specific chat opened in a separate window.

* Move to Chat with **CTRL+2**
* Open a chat from the lists of active chats by pressing **ENTER**
* JAWS will say “Type a new message, editing edit“
* Press SHIFT+TAB twice until you hear JAWS say “Pop Out Chat Button”
* Press **ENTER**
* A new window will open with the same name as the other Teams window
* You can use ALT+TAB to move between the two windows

Notes:

* It is recommended that you switch out of the same chat in the main Teams window to reduce confusion
* ZoomText and Fusion users will have a easier time tracking in this view
* You can close this window without closing Teams
* The window will not be maximized and is not required

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## #TeamsTip 6: Opening a Link from a Chat

You may receive a link in a chat message in Microsoft Teams. You will know there is a link because JAWS will read the address of the link.

* Press CTRL+2 to move focus to Chat
* Arrow **DOWN** until you hear the name of the chat that contains the messages with the link and press **ENTER**
* JAWS will say “Type a new message, editing edit“
* Press **SHIFT+TAB** to move to the last message in the chat
* Arrow **UP** until you hear the chat message containing the link
* Press **ENTER** to put focus on that message and you will hear JAWS say “menu, Like, 1 of 6”
* Press **SHIFT+TAB** to move focus to the link and press **ENTER**

The link will open in the browser.

Subscribe to the Freedom Scientific Training YouTube channel and join the JAWS Software f/t Blind club on Clubhouse.

<https://www.youtube.com/c/FreedomScientificTraining/videos>

## #TeamsTip 7: Navigating the Calendar with JAWS

The Teams calendar is fairly easy to use with JAWS.

* Press **CTRL+4** to switch to the Teams Calendar
* You can use your **ARROW** keys to move through days and times
* Use **TAB** and **SHIFT+TAB** to move forward and backwards through appointments
* Press **ENTER** on an appointment to open it
* Press **ENTER** on an open slot to create a new appointment

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<https://www.youtube.com/watch?v=hrpYE8qafIE>

## #TeamsTip 8: Filtering by Unread Chats

One of the challenges in Teams is having a lot of chats and not being able to see which chats are unread without arrowing through the list to find the unread chats.

Teams has a feature that allows you to filter by unread chats.

* Press **CTRL+2** to move to the Chat window
* Press **CTRL+SHIFT+F** to move to the Filter
* JAWS will say “Filter by name Edit”
* Press **TAB** to the “More Options” Button
* Press **ENTER** and choose Unread
* JAWS will say “Filter Unread is selected”
* Press **CTRL+2** to move to the Chat list
* Arrow **DOWN** the list of unread chats

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