**Basic commands for Microsoft Outlook**

| **Command Type** | **Syntax** | **Example command** | **What happens** |
| --- | --- | --- | --- |
| Send e-mail to specific contacts | Send [an] (e-mail | mail | message) to *<name><name>*...*<name>* and *<name>* | "Send e-mail to John Doe and Jane Smith" | A new e-mail appears with John Doe and Jane Smith's e-mail addresses in the To field. |
| Send e-mail about a specific subject | Send [an] (e-mail | mail | message) (about | on)*<subject>* | "Send e-mail about project schedule" | A new e-mail appears with the phrase "Project Schedule" in the Subject field. |
| Schedule a meeting with specific contacts | (Schedule | create | book) ([a] meeting | [an] appointment) with *<name> <name>...<name> and <name>* | "Schedule a meeting with John Doe and Jane Smith" | A new Meeting window appears with John Doe and Jane Smith listed as attendees.This command works only with Microsoft Outlook. |
| Schedule a meeting or appointment about a specific subject | (Schedule | create | book) ([a] meeting | [an] appointment) (about | on) *<subject>* | "Schedule a meeting about vacation time" | A new Meeting or Appointment window appears with the phrase "vacation time" in the Subject field.This command works only with Microsoft Outlook. |
| Open an existing e-mail on a specific topic | Find [an] (e-mail | mail | message) about *<dictation>* | "Find an e-mail about project schedule" | Displays an existing e-mail that contains the keywords "project" + "schedule".You use this command, you must have one of the following search software installed on your system:* Windows 7 search
* Microsoft Vista search
 |
| Move a message from one Outlook folder to another | Move to folder <*folder name*>  | "Move to folder Inbox" | The selected message moves to the Outlook folder used in the command.**Note**: If the folder name is unusual, you may need to add it to Dragon's Vocabulary.  |

|  |  |
| --- | --- |
| **To** | **Say** |
| Send a message without having Microsoft Outlook open | Say either of the following:* "Send e-mail to <*contact name*>"Or
* "Start Microsoft Outlook"
 |
| Read your e-mail | 1. "Start Microsoft Outlook"Instead of "start", you can also say "open", "launch" or "show". For example, say "show Microsoft Outlook"
2. "Go To Inbox"
3. "Check for new mail"
4. "Open Mail Message" to read first unread message
5. "View Next Unread Message" to open the next message
 |
| Reply to a message | 1. "Reply to Message" or "Reply to This Message" to reply to the sender only, or "Reply to All" to reply to all recipients of the message
2. Dictate your reply
3. "Send Message"
 |
| Create a new message | 1. "Create E-mail"
2. Dictate the address of the recipient
3. "Subject"
4. Dictate the subject line
5. "Text Field" or "Move to Text"
6. Dictate the text of the message
7. "Send Message"
 |
| Miscellaneous e-mail commands | * "Mark the Message as Unread"
* "Copy this Message to a Folder"
* "Flag Message for Followup"
* "Close All Items"
 |
|  |  |

**Making appointments in Microsoft Outlook**

You can use the following voice commands to make appointments in Microsoft Outlook:

|  |  |
| --- | --- |
| **To** | **Say** |
| Open your calendar | 1. "Start Microsoft Outlook"Instead of "start", you can also say "open", "launch" or "show". For example, say "show Microsoft Outlook"
2. "View Calendar"
 |
| Create an event | 1. "Compose New All Day Event"
2. Dictate the subject line, for example, "Company Picnic"
3. "Set Start Time to *<day>*", for example "Set Start Time to Monday" (**Note**: Available only in Microsoft Outlook 2000 and Microsoft Outlook XP.)
4. "Press Tab Key" to move to the text box
5. Dictate any additional information you want for the event, for example "Be sure to bring your choice of beverage"
6. "Invite People to This Event"
7. Dictate the e-mail addresses of all the people you want to receive the invitation
8. "Send this appointment"
 |
|  |  |
| Other appointment commands | * "Make This an Online Event"
* "Set Reminder On"
* "Show Time as Tentative"
* "Decline This Event"
* "Mark This Appointment as Unread"
* "Forward This Appointment"
 |