**Navigating in Mail**

The Mail window is organized like a Finder window. A table on the left contains your mailboxes. As you move up or down the mailboxes table, the contents of each mailbox are listed in a column on the right. Below the messages list is a splitter and then a pane for previewing the selected message.

**To navigate mailboxes and messages:**

1. When the VoiceOver cursor is on the mailboxes table, interact with the table.

[Interacting with content areas](https://www.apple.com/voiceover/info/guide/_1124.html#vo24851)

1. To move to a mailbox, press VO-arrow keys.

To expand or collapse a mailbox to navigate to mailboxes within it, press VO-\.

1. When the mailbox whose messages you want to read is in the VoiceOver cursor, jump to the messages table.

Press VO-J. If you’re using VoiceOver gestures, keep a finger on the trackpad and press the Control key. To jump back to the mailboxes table, repeat the command or the gesture.

1. Move across or down each row in the table by pressing VO-arrow keys.

To hear a description of everything in that row, press VO-R.

1. When the VoiceOver cursor is on a message you want to read, jump to the message preview.

Press VO-J. If you’re using VoiceOver gestures, keep a finger on the trackpad and press the Control key. To jump back to the messages table, repeat the command or the gesture.

**Addressing messages in Mail**

When you start typing email addresses in a New Message window in Mail, some recipient names may appear as Smart Addresses. Smart Addresses are names and addresses that are in your address book, your Previous Recipients list, or available mail servers. Smart Addresses show the name within a blue field, which includes a pop-up menu of related commands, such as Reply to Sender or New Message.

**To address a message:**

1. In Mail, open a New Message window.

The window opens with the VoiceOver cursor in the To field.

1. Start typing the recipient’s email address.

You hear the name and email address of the first name that matches what you’re typing. If more than one address is available for the recipient, you hear “Mail has new window” and a pop-up menu of addresses becomes available. Use the Down Arrow or Up Arrow key to navigate the list of addresses.

1. To enter the selected address in the field, press Return.

To delete an address you just entered, press the Delete key once to highlight the address and a second time to delete it. If a recipient has a Smart Address, you hear “menu button,” which refers to the pop-up menu in the Smart Address.

1. To add another address, repeat steps 2 and 3.

You can add as many addresses in the field as you want. If you enter multiple addresses that aren’t Smart Addresses, separate them with a comma.

1. To move to the next text field, press VO-Down Arrow.

To open the pop-up menu in a Smart Address, press VO-Shift-M.

If it’s easier to type email addresses than to use Smart Addresses, turn off Smart Addresses. In Mail, choose Mail > Preferences > Viewing, and then deselect the “Use Smart Addresses” checkbox.

**Reading messages in Mail**

You can use VoiceOver commands or gestures to read messages in Mail.

**To read a message in Mail:**

1. Move the VoiceOver cursor to the message you want to read in the messages list.
2. Jump to the message preview to start reading the message.

Press VO-J. If you’re using VoiceOver gestures, keep a finger on the trackpad and press the Control key.

1. When you’re done reading, jump back to the messages list.

Press VO-J, or keep a finger on the trackpad and press the Control key

To quickly read through the messages list, press VO-Shift-Down Arrow to interact with it. Then press VO-Right Arrow or VO-Left Arrow until you’re in the column you want to hear, such as the Subject column, and then press the Down Arrow or Up Arrow key to move up or down in that column.