

Dear Friends,

St. Xavier's College, XRCVC - Lake Shore Extension is pleased to announce an **1-Day Hybrid Mode Training on “Using Outlook with NVDA”**.

Microsoft Outlook is a powerful email and calendar application developed by Microsoft, available both as part of Microsoft 365 and in a free version. It enables students and professionals to efficiently manage emails, schedules, contacts, and tasks within a single integrated platform.

In this one-day training session, we will provide a foundational orientation to the Outlook application, with a special focus on accessibility. Participants will learn how to perform essential tasks using NVDA, ensuring an inclusive and effective experience for all users.

Eligibility: participants should have good knowledge of typing, screen reader.

Limited seats are available for the session. Those interested should kindly register by using the link appended below.

<https://forms.gle/MrNkL8nQcB4Nhnp18>

Resource Persons: Keshavan Nadar and Tejas Karanje

Criteria: Persons with print disabilities such as blind and low vision. Participant should be a screen reader user.

Date: 11 Apr 2026, (Saturday).

Time: 11 AM to 1:30 PM India

Venue:

1. XRCVC-Lake Shore Extension, Lake Shore Mall, Thane
2. Online Session (Zoom conferencing platform)/Google Meet

The registration link will close at 6 PM on Thursday 9th April 2026.

Important Note:

1. Confirmation emails will be sent to selected participants on 10th April 2026 Friday, by end of the day.
2. Participants are requested to use their personal earphones/headphones during the session.
3. After successful form submission, you will receive an acknowledgement email from google, if it is “requested”.

Thanks,

Team XRCVC,

Xavier's Resource Centre for the Visually Challenged (XRCVC)

XRCVC, St. Xavier's College, Mumbai - Phone: 022-22623298 / 022-35223298

XRCVC - Lake Shore Extension, Lake Shore Mall, Thane - Phone: 022-61701177 / 78

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