



Microsoft

Outlook 365

2019



MAIN WINDOW

Quick Access Toolbar Displays has a command-by default, but you can:

- a. Add any Outlook command to this toolbar

b. Move the toolbar below the Ribbon to partially additional space for commands and get a closer to the ribbon

File tab Monitors the active folder and account

Full file navigation buttons Provides easy access to commands, Outlook items, and online help resources

Windows arrangement buttons Includes the Ribbon Display Options button and the Advanced, Advanced, and Classic buttons

Windows buttons (a)

- a. File tab (displays the Backstage view)

- b. Home, Mail, Send, Compose, and a command (e.g., the File tab)

- c. Command bar tabs that have commands for working with opened items

Navigation pane Controls the Backstage view, Folder pane, and Command Navigation bar

Navigation bar Provides easy access to frequently used Mail folders

Folder pane Area within the Navigation pane that displays the folders in a view (e.g., the Folder pane is hidden)

Command Navigation bar Contains buttons to switch between Mail, Calendar, Contacts, Tasks, Journal, Folders, and Settings

Message list Displays a list of items with a preview of the first few lines of each message

- a. To change how your email is sorted, select Filter, then Sort

Reading pane Displays the entire message in the Message list

Status bar Displays information about the content of the selected message, such as name, email address, and the current connection

- a. You can customize this bar to display specific types of information

View Monitors Outlook. Provides quick links for switching between the Normal view and the Reading view

- a. You can't control the window that shows this bar

Zoom toolbar Controls the magnification of the Reading pane



- a. To change the magnification for 85% increments, click the Zoom Out and Zoom In buttons
- b. To change the magnification by 1% increments, drag the slider
- c. To change from zoom zoom options, click the Zoom button, which opens a dialog box

NEW FEATURES

Focused Inbox

Note: This feature is not available in Outlook 2019.

Two Focused Inbox tabs

- a. On the Home tab, click Focused Inbox

- b. The Focused and Other tabs will appear at the top of the Message list

Change how your messages are sorted:

- a. On the Focused Inbox tab, click Sort

- b. To sort only the selected messages:

- Click Move to Focused or Move to Other

- To move all items messages from the window:

- Click Move to Focused or Move to Other

Time Zones

- a. On the File tab, click Options

- b. On the Calendar tab, click Time zones, type a time zone, and click OK

- c. On the Time zone list, click the time zone you want

Note: When you change the time zone in Outlook, Outlook will check messages that change

Read Aloud

- a. On the File tab, click Options, then Read Aloud

- b. On the File tab, click Options, then Read Aloud

- Click the Read Aloud button, which is on the Home tab

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WORKING WITH BACKSTAGE ACCOUNTS

- Backstage view: Displays two pages: Backstage view and the Outlook program options

- Access the Outlook program options

- Display the Backstage view:

- In the left side of the Ribbon, click the File tab

- To display a page: Click the page tab in the right side of the Ribbon

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- Home & Recent pages: Displays information for

- Opening an Outlook item (e.g., opening an Outlook item)

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- Other account pages: Displays information about your

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Microsoft Outlook Quick Guide

Heinz Forsthuber, Jörg Siebert

A red circular graphic with a gradient, appearing as a partial circle or a thick arc, located to the right of the authors' names.

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