



Microsoft

Outlook 365

2019



MAIN WINDOW

1. **Quick Access Toolbar** Displays two or more commands by default, but you can:

a. Add any command associated to this toolbar.

2. **Move the toolbar** below the Ribbon to partially additional space for the commands and put a closer to the ribbon.

3. **File Name** Identifies the active folder and account.

4. **Mail** My resources location Provides easy access to commands, Outlook Help, and online help resources.

5. **Windows management buttons** Includes the **Desktop**, **Display**, **Options**, **Themes**, and the **Language**, **Windows**, **Appearance**, and **Color** buttons.

6. **Windows** Includes the:

a. **File** tab displays the **Backstage** view.

b. **Home** tab lists **Composition** a command (e.g., the **Share** tab).

c. **Contextual** list lists that list some specific for working with specific objects.

7. **Navigation pane** Controls the **Folders**, **Mail**, **Folder** pane, and **Compose** Navigation bar.

8. **Navigation Bar** Provides easy access to frequently used **Mail** folders.

9. **Folder pane** Area within the **Navigation** pane that displays the folders as a tree (e.g., the **Folder** pane).

10. **Compose Navigation bar** Contains buttons, or controls, between **Mail**, **Calendar**, **Contacts**, **Tasks**, **Journal**, **Folder** pane, and **Outlook**.

11. **Message list** Displays a list of messages with a preview of the first few lines of each message.

a. To change how your email is notified select **Filter**, then **Sort** by.

12. **Reading pane** Displays the active message in the **Message list**.

13. **Active pane** Displays information about the content of the current message, including attachments, calendar entries, and the current connections.

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

14. **View Navigation toolbar** Provides quick links for switching between the **Normal** view and the **Reading** view.

a. You can't control the window view from this toolbar.

15. **Zoom toolbar** Controls the magnification of the **Reading** pane.



a. To change the magnification by 10% increments Click the **Zoom Out** and **Zoom In** buttons.
b. To change the magnification by 1% increments Using the slider.
c. To choose from more zoom options. Click the **Zoom** button, which opens a dialog box.

NEW FEATURES

Focused Inbox

Notes This feature is not available in Outlook 2019.

Turn Focused Inbox on:

a. In the **Home** tab, then **More Focused Inbox** (see screenshot).

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

Change how your messages are sorted:

a. In the **Focused** tab, then **More Focused Inbox** (see screenshot).

b. To move only the selected messages:
-Click **Move to Other** or **Move to Focused**.

c. To move all focus messages from the window:
-Click **Move to Other** or **Move to Focused**.

Time Zones

Change your time zone:

a. On the **File** tab, click **Options**.

b. On the **Calendar** tab, click **Time zones**, type a zone in the current time zone in the **Time zone** box.

c. In the **Time zone** box, click the time zone you want.

Notes When you change the time zone in Outlook, windows check settings change.

Read Aloud

Turn Read Aloud on/off:

a. On the **File** tab, click **Options**, then **Ease of Access**.

b. Under **Application display options**, select to show the **Read Aloud** button.

Let Outlook read a message to you:

a. Select the message you want read aloud.

b. On the **Home** tab, click **Read Aloud** (see screenshot).

Mark Emails as Read

Notes This feature is only available for certain Outlook 2019 profiles and Exchange connections.

Automatically mark messages as read when deleted:

a. On the **File** tab, click **Options**, then **Mail**.

b. In the **Mail** section, check the box for **Mark messages as read when deleted**.

Accessibility Checker

Updated feature with:

-Full support for international standards.

-Recommendations to make your document more accessible.

Use the Accessibility Checker:

a. Click the **Review** tab, which is visible when editing or replying to messages.

b. Click **Check Accessibility**.

c. You can address errors, warnings, and tips.

PDF: To be prepared of accessibility issues in PDF files.

Check the text by **Long accessibility checker** settings under **Review**.

Sound Effects

Add sounds:

a. In the **Backstage** view, click **Options**.

b. In the **Advanced** options dialog box, click the **Sound of** **Review** tab.

c. Under **Soundboard** options, select sounds for each task.

d. Select either a **Modern** or **Classic** sound scheme.

PDF: Improve productivity by adding sound effects to confirm that an action has been completed or that something has changed.

Icons & SVG Files

Insert an icon in a message:

a. On the **Insert** tab, click the **Icons** button.

b. Under **Icons** tab, click **More icons**.

c. Insert a scalable vector graphic (SVG) file in a message.

d. Drag and drop the file from **File Explorer** into your message.

e. Options are available to rotate, scale, and move the image without losing quality.

WORKING WITH BACKSTAGE ACCOUNTS

Backstage view: To control how pages from here, you can manage your email account connections.

Access the Outlook program options.

Display the Backstage view:

a. At the left end of the Ribbon, click the **File** tab.

b. To display a page: Click the page tab in the vertical bar on the left side of the Ribbon.

Backstage View Page Tabs & Buttons

File page: Displays tools for configuring and managing accounts that you connect to from Outlook.

Commands are specific to the account selected in the **Left** bar at the top of the page.

Home & Export page: Displays commands for:

-Opening an Outlook data file, including an **Outlook** backup.

-Importing Outlook data files, text files, calendars, and RSS feeds.

-Exporting items from Outlook to a data file.

-Exporting RSS feeds from Outlook.

Home & Import page: Displays the **Import** button to import data.

Home & Import page: Displays the **Export** button to export data.

Print page: Displays a preview of the current item as it will look when printed.

Other Account page: Displays information about your account and the status of Outlook's connection to the account.

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