



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 Displays the active folder and account

Tell Me provides features: Provides easy access to commands, Outlook tips, 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. Tell Me (Provides easy access to commands (e.g., the Tell Me tab))

- c. Commanded view tabs and their 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 Displays the selected message in the Reading pane and the Reading pane

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

Zoom Displays the zoom level of the selected message



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

NEW FEATURES

Focused Inbox

Note: This feature is not available in Outlook 2019.

Focus Focused Inbox on:

- a. On the Home tab, click Focus Focused Inbox
- b. On the Focus tab, click Focus Focused Inbox

Change how your messages are sorted:

- a. On the Focus tab, click Focus Focused Inbox
- b. On the Focus tab, click Focus Focused Inbox
- c. On the Focus tab, click Focus Focused Inbox
- d. On the Focus tab, click Focus Focused Inbox

Time Zones

Change your time zone:

- 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 tab, click the time zone you want

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

Read Aloud

Read Aloud is available:

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

Audio transcription Display options, which is done by the Speech Recognition

Let Outlook read a message to you:

- a. On the Focus tab, click Focus Focused Inbox

Mark Emails as Read

Note: This feature is only available for certain Outlook 2019 features and Outlook 2019 features

Automatically mark messages as read when deleted:

- a. On the File tab, click Options, then Mail
- b. On the Mail tab, click the box for Mark messages as read when deleted

Accessibility Checker

Accessibility Checker

- a. On the File tab, click Options, then Mail
- b. On the Mail tab, click the box for Mark messages as read when deleted

Use the Accessibility Checker:

- a. On the Review tab, click the Accessibility Checker button
- b. On the Review tab, click the Accessibility Checker button
- c. On the Review tab, click the Accessibility Checker button
- d. On the Review tab, click the Accessibility Checker button

Check the box for Read Aloud is available for certain Outlook 2019 features and Outlook 2019 features

Sound Effects

Sound Effects

- a. On the Focus tab, click Focus Focused Inbox
- b. On the Focus tab, click Focus Focused Inbox
- c. On the Focus tab, click Focus Focused Inbox
- d. On the Focus tab, click Focus Focused Inbox

Icons & SVG Files

Icons & SVG Files

- a. On the Focus tab, click Focus Focused Inbox
- b. On the Focus tab, click Focus Focused Inbox
- c. On the Focus tab, click Focus Focused Inbox
- d. On the Focus tab, click Focus Focused Inbox

WORKING WITH BACKSTAGE ACCOUNTS

Backstage view Displays two pages: Backstage view and the Backstage view

Backstage view Displays two pages: Backstage view and the Backstage view

- a. On the File tab, click Options
- b. On the File tab, click Options
- c. On the File tab, click Options

Backstage View Page Tabs & Buttons

- a. On the File tab, click Options
- b. On the File tab, click Options
- c. On the File tab, click Options
- d. On the File tab, click Options

File & Export page Displays information for:

- a. On the File tab, click Options
- b. On the File tab, click Options
- c. On the File tab, click Options
- d. On the File tab, click Options

Other account page Displays information about your account and the status of Outlook and its working in the background and other Outlook features

- a. On the File tab, click Options
- b. On the File tab, click Options
- c. On the File tab, click Options
- d. On the File tab, click Options

Microsoft Outlook Quick Guide

Karen Blakeman



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