



Outlook 365

2019



MAILING WITHIN

- Quick Access Toolbar Displays two or more icons for Outlook that you can customize by clicking the plus sign (+) and dragging any icons you want to the toolbar.
- Move the pointer between the ribbon to provide additional space for the contents and get a closer look at the contents.
- With these, identify the active ribbon tab you're using.
- With the ribbon, choose the Resources tab, then click the Help icon to get online help resources.
- Windows Management Interface includes the ribbon, Display Options, Home, and the Microsoft Stream, Microsoft 365 Business Premium, and Cloud Services.
- Windows includes the:
 - File tab (includes the Backstage View).
 - Info tab (includes a summary of a message (e.g., the status bar)).
 - Forward tab (you can send a message for working with special objects).
- More options: Consider the Resources tab, File tab, and Command Separator bar.
- Forward tab: Provides easy access to quickly read Word documents.



- Change the magnification by 10% increments: Click the Zoom Increase/Decrease buttons.
- Change the magnification by 25% increments: Using the slider.
- Change from zoom view options: Click the Zoom Tools, which opens a dialog box.

NEW FEATURES

Focused Inbox

Note: This feature is not available in Outlook.com.

Focused Inbox tab

- With the Home tab, there's a new Focused Inbox tab.
- The Focused and Other tabs will appear at the top of the Message tab.
- Range from power messages to normal.
- With the Focused tab, the user will be able to:
 - See only the selected messages.
 - Click More to filter or Move to Focused.
 - See only with messages from the sender.
 - With Always, filter or always Show in Focused.

Time Series

- Change your time zone.
- On the File tab, click Options.
- On the Advanced tab, under Time zone, type a name for the time zone you want to use.
- Under Date and time, click the time zone you want.
- Note: When you change the time zone in Outlook, Windows clock settings also change.

Read Aloud

From Read Aloud controls

- On the File tab, click Options, then Ease of access.

- With the Focused tab, click Options, select to view the new Focused tab.
- With Focused, read a message to you.
- Select the message you want read aloud.

Mark Details as Read

Note: This feature is only available for users of Outlook.com, Office 365, and Exchange accounts.

- Automatically mark messages as read when deleted.
- On the Home tab, click Options, then Mark.
- In the Other tab, click the New tab to mark messages as read when deleted.

Accessibility Checker

- On the Home tab:
 - Office supports for informational accessibility.
 - Informational text reader: press Alt+Shift+I.
- With the Accessibility Checker:
 - Click the Review tab, which is visible when using the right key for accessibility.
 - Click Check Accessibility.
 - It will analyze content, warnings, and tips.
 - With the Accessibility tab selected, press Alt+Shift+I.

Check the box to stop automatically closing when reading is over.

Smart Effects

Add comments

- On the Backstage view, click Options.
- In the Advanced Options dialog box, click the Filter of comments tab.
- Under Smart Effects, select Smart江南 with comment.

- Select either a江南 or Chinese sound scheme.
- With response predictions, the following email effects are applied when an answer has been completed or one that includes the江南.

Icons & SWF Files

Icons are used for a message.

- With the Home tab, open the Insert tab.
- Under Icons, click the Insert icon.
- Icons are available whether graphics (GIF) file or a message.
- Drag and drop the file from File Explorer into your message.
- Options are available to rotate, align, and resize the icons, or change their opacity.

WORKING WITH BACKSTAGE ACCOUNTS

- Backstage view: It includes two pages. From there, you can:
 - Switch to your email account or communication.
 - Access the Outlook settings options.

Display the Backstage view

- On the Backstage view, click the File tab.
- To display a page: Click the page tab in the top-left tab bar on the left side of the window.

Backstage View Page Tab & Buttons

- Page tab: Provides tools for configuring and managing accounts that you've added to your Outlook.
- It contains any specific to the account selected in the list at the top of the page.

- Display & Report pages: Displays account tools for:
 - Opening the Outlook Backstage tab, including the Account Settings, Contact, calendar, task, notes, and RSS feeds.
 - Opening the Home tab for Outlook.

- Switch to Business: Shows the account switches from one file to another.
- Switch Account: Switches between files attached to an account for change.

- Print page: Displays a preview of the current items as it will look when printed.
- Select a preview, modify the print settings, and modify the print layout (full page print or lists).

- Other Accounts page: Displays information about your email account and the account's Outlook Backstage tab for the Backstage and switch for Outlook and other Office products.
- Configure account storage and synchronization services.
- Manage program updates.
- Access your account settings (e.g., printing a Microsoft Account).

- Options: Displays the Microsoft Options dialog box.
- Feedback: Provides links for Microsoft's customer feedback program.
- Exit feature: Closes Outlook.

Microsoft Outlook Reference Guide

Beezix, Inc Staff

Microsoft Outlook Reference Guide:

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TeachUcomp,2018-11-30 Designed with the busy professional in mind this 4 page laminated quick reference guide provides step by step instructions in Introductory Outlook 2019 When you need an answer fast you will find it right at your fingertips Durable and easy to use quick reference cards are perfect for individuals businesses and as supplemental training materials With 68 topics covered this guide is perfect for someone new to Outlook or upgrading from a previous version Topics Include Contacts People Reading and Organizing E Mail Creating and Sending E Mail Tasks The Calendar Printing Touch Actions and Keyboard Shortcuts [*Microsoft Outlook Web App ,2010*](#) [*Outlook for Microsoft 365 \(New Outlook\) Quick Reference Guide Laminated Cheat Sheet*](#)

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Microsoft Outlook Web App (OWA) for Exchange

2013 Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminat Beezix Software

Services, 2015-09-18 Laminated quick reference card showing step by step instructions and shortcuts for how to use Microsoft Outlook Web App for Exchange 2013 Written with Beezix's trademark focus on clarity accuracy and the user's perspective this guide will be a valuable resource to improve your proficiency in using Outlook Web App OWA for Exchange 2013 This guide is suitable as a training handout or simply an easy to use reference guide for any type of user The following topics are covered Mail Displaying the InboxCreating and Sending a MessageAttaching a File to a MessageShowing BCC Sending a Message with High or Low ImportanceRequesting a Read or Delivery ReceiptsChecking SpellingShow Hide the Reading PaneGrouping Messages by ConversationIgnoring a ConversationReading MessagesOpening Saving AttachmentsReplying to a MessageForwarding a MessageSaving a DraftCreating a FolderMoving or Copying MessagesOpening Another User's MailboxCreating an E Mail SignatureOpening Another User's MailboxTurning on off Automatic Replies when Out of the Office Chat Starting a ChatChanging Your Chat StatusSigning Out of Instant Messaging People Displaying PeopleCreating and Editing ContactsFinding a ContactLinking Unlinking ContactsCreating a Distribution ListSending a Mail Message or Meeting Request to a Contact Tasks Displaying TasksChanging Tasks ViewedCreating a TaskMarking a Task or Flagged Item Complete Calendar Displaying the CalendarViewing the CalendarCreating Editing AppointmentsScheduling MeetingsResponding to Meeting RequestsMaking an Appointment Repeat Common Procedures Using FlagsSorting Tasks Contacts EmailDeleting an ItemUndeleting an ItemUsing CategoriesLogging Off Also includes a list of keyboard shortcuts [Microsoft Outlook 2013 Introductory Quick Reference Guide Laminated Cheat Sheet Training Guide](#)

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Printing Tasks For Any Outlook Item Deleting Items Assigning an Item to a Category Sorting by Category Sorting Items
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Table of Contents Microsoft Outlook Reference Guide

1. Understanding the eBook Microsoft Outlook Reference Guide
 - The Rise of Digital Reading Microsoft Outlook Reference Guide
 - Advantages of eBooks Over Traditional Books
2. Identifying Microsoft Outlook Reference Guide
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Microsoft Outlook Reference Guide
 - User-Friendly Interface
4. Exploring eBook Recommendations from Microsoft Outlook Reference Guide
 - Personalized Recommendations
 - Microsoft Outlook Reference Guide User Reviews and Ratings
 - Microsoft Outlook Reference Guide and Bestseller Lists
5. Accessing Microsoft Outlook Reference Guide Free and Paid eBooks
 - Microsoft Outlook Reference Guide Public Domain eBooks
 - Microsoft Outlook Reference Guide eBook Subscription Services
 - Microsoft Outlook Reference Guide Budget-Friendly Options
6. Navigating Microsoft Outlook Reference Guide eBook Formats

- ePub, PDF, MOBI, and More
- Microsoft Outlook Reference Guide Compatibility with Devices
- Microsoft Outlook Reference Guide Enhanced eBook Features

7. Enhancing Your Reading Experience

- Adjustable Fonts and Text Sizes of Microsoft Outlook Reference Guide
- Highlighting and Note-Taking Microsoft Outlook Reference Guide
- Interactive Elements Microsoft Outlook Reference Guide

8. Staying Engaged with Microsoft Outlook Reference Guide

- Joining Online Reading Communities
- Participating in Virtual Book Clubs
- Following Authors and Publishers Microsoft Outlook Reference Guide

9. Balancing eBooks and Physical Books Microsoft Outlook Reference Guide

- Benefits of a Digital Library
- Creating a Diverse Reading Collection Microsoft Outlook Reference Guide

10. Overcoming Reading Challenges

- Dealing with Digital Eye Strain
- Minimizing Distractions
- Managing Screen Time

11. Cultivating a Reading Routine Microsoft Outlook Reference Guide

- Setting Reading Goals Microsoft Outlook Reference Guide
- Carving Out Dedicated Reading Time

12. Sourcing Reliable Information of Microsoft Outlook Reference Guide

- Fact-Checking eBook Content of Microsoft Outlook Reference Guide
- Distinguishing Credible Sources

13. Promoting Lifelong Learning

- Utilizing eBooks for Skill Development
- Exploring Educational eBooks

14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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