



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 always visible)

**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

- 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 by 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.

**View Focused Inbox on:**

- a. On the Home tab, click Show 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 tab, click Sort by

b. To sort only the selected messages:

- a. Click Move to Other or Move to Focused

c. To move all future messages from the selected:

- a. Click Change how messages are sorted

**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 list, 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 will:**

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

**Quick Application Display options**, which is also the top of the Home tab

**Let Outlook read a message to you:**

- a. Select the message you want read aloud

b. On the Home tab, click Read Aloud

**Mark Emails as Read**

Note: 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 Other section, check the box for Read automatically when deleted

**Accessibility Checker**

**Quick Start**

**Quick Start** is a new feature that helps you get started with Outlook

**Use the Accessibility Checker:**

- a. Click the Review tab, which is visible when writing or replying to messages

b. Click the Accessibility checker, which is visible when writing or replying to messages

c. Click the Accessibility checker, which is visible when writing or replying to messages

d. Click the Accessibility checker, which is visible when writing or replying to messages

e. Click the Accessibility checker, which is visible when writing or replying to messages

f. Click the Accessibility checker, which is visible when writing or replying to messages

g. Click the Accessibility checker, which is visible when writing or replying to messages

h. Click the Accessibility checker, which is visible when writing or replying to messages

i. Click the Accessibility checker, which is visible when writing or replying to messages

j. Click the Accessibility checker, which is visible when writing or replying to messages

Click the box by **Read automatically** when writing or replying to messages

**Sound Effects**

**Add sounds:**

a. In the Sound section, click Options

b. In the Sound section, click the Sound of

c. In the Sound section, click the Sound of

d. In the Sound section, click the Sound of

e. In the Sound section, click the Sound of

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s. In the Sound section, click the Sound of

## WORKING WITH BACKSTAGE ACCOUNTS

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

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

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

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

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**Home & Recent pages** Displays information for

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# Microsoft Outlook Quick Guide

**Emilie Sanchez**

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

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