



Microsoft

## Outlook 365

2019



## MAIN WINDOW

**Quick Access Toolbar** Displays has a commands-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 buttons that provide quick links for switching between the Normal view and the Reading view

- a. You can't control the window status bar in this bar

**Zoom** Displays buttons that control 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 preset 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 tab, click **Sort**

- b. To sort only the selected messages:

- Click **Move to Other** or **Move to Focused**

- To move all items messages from the selected:

- Click **Move to Other** or **Move to Focused**

**Time Zones**

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

- b. On the Calendar tab, click **Time zones**

- c. To add a new time zone to the calendar:

- Click **Time zone**

Note: When you change the time zone in Outlook, Windows clock settings also change

**Read Aloud**

- a. On the File tab, click **Options**, then **View of items**

- b. On the File tab, click **Options**, then **View of items**

- Click **Read aloud** option, which is also the icon for **Read aloud**

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

- Click the message you want read aloud

- On the Home tab, click **Read aloud**

**Mark Emails as Read**

Note: This feature is only available for certain Outlook 2019 profiles and Windows versions

**Automatically mark messages as read when deleted:**

- On the File tab, click **Options**, then **Mail**

- In the Other section, click the box for **Mark messages as read when deleted**

**Accessibility Checker**

- Click **Accessibility checker**

- To support for international standards

- To customize the checker to match your document's needs

**Use the Accessibility Checker:**

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

- Click **Check Accessibility**

- You will receive a report, summary, and tips

**TIP:** To be notified of accessibility issues as you type:

- Check the box for **Keep accessibility checker running in the background**

**Sound Effects**

**Add sounds:**

- In the Sound section, click **Options**

- In the Sound section, click **Sound effects**

- Under **Sound effects**, click **Sound effects**

- Select a **Sound effect** or **Sound effect**

- **TIP:** To preview sounds, click **Preview**

- To ensure that an action has been completed or that something has changed

**Icons & SVG Files**

**Insert icons in a message:**

- On the Home tab, click the **Insert** button

- Click **Icons** in the ribbon

**Insert a suitable vector graphic (SVG) file in a message:**

- Drag and drop the file from File Explorer into your message

- Options are available to rotate, scale, and move the image in the message

## WORKING WITH BACKSTAGE ACCOUNTS

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

**Display the Backstage view:**

- In the top-left corner of the ribbon, click the File tab

- To display a page: Click the page tab in the top-left corner of the ribbon

**Backstage View Page Tabs & Buttons**

- Backstage View displays the configuration and managing accounts that you connect to from Outlook

- Commands are grouped by the account selected in the list at the top of the page

**Sign & Export page** Displays commands for:

- Signing in Outlook from the Internet or locally

- Importing Outlook data files, new files, external, and CSV files

- Importing new data from Outlook to a data file

- Importing data from Outlook to Outlook

- Sign in Outlook from the Internet or locally

- Sign in Outlook from the Internet or locally

- Sign in Outlook from the Internet or locally

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**Other account page** Displays information about your

- account and the status of Outlook and its working in the background and other Outlook and other

- account options

- Connect to online storage and social media services

- Manage program options

- Access your account settings (e.g., you're using a Microsoft account)

- Options button (From the Outlook Options dialog box)

- Backstage button (Under you, in Microsoft's customer feedback program)

- Exit button (Close Outlook)

# Microsoft Outlook Quick Guide

**Succinct Succinct Companion**



## **Microsoft Outlook Quick Guide:**

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**Windows User's Guide to DOS** Carolyn Z. Gillay,Bette A. Peat,1999 This text provides an overview of the hardware software and operating system concepts used with computer systems Using a self mastery approach 14 chapters lead students from a basic to a more sophisticated understanding of how command syntax parameters parsing commands and troubleshooting are

*UKOLUG Quick Guide to Effective Use of the Internet* Karen Blakeman,1999 Discusses the use of reference management software such as Endnote Reference Manager and Papyrus

*SharePoint 2003 User's Guide* Seth Bates,Tony Smith,2005-07-05 Provides a real world view and best practices around using SharePoint 2003 technologies to meet business needs Seth Bates was the technical reviewer for both of Scot Hillier s books Lists the most common deployment scenarios of SharePoint technologies and the ways to best leverage SharePoint features for these scenarios

The Lawyer's Quick Guide to WordPerfect 7.0/8.0 for Windows David Greenwald,Guy S. Wiggins,1997 A crash course in WordPerfect for the busy lawyer It covers the essentials of this word processing program including multitasking entering and editing text formatting letters creating briefs and combining documents The diskette contains practice exercises and templates

## **Microsoft Outlook Quick Guide** Book Review: Unveiling the Magic of Language

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