



Microsoft

## Outlook 365

2019



## MAIN WINDOW

1. **Quick Access Toolbar** Displays two commands by default, but you can:
  - a. Add any command associated to this toolbar.
2. **Move the toolbar** below the Ribbon to provide additional space for the commands and put a closer to the ribbon.
3. **Mail File resources buttons** Provides easy access to commands, Outlook Help, and online help resources.
4. **Windows management buttons** Includes the **Desktop Display**, **Options**, **Themes**, and the **Language**, **Windows**, **Appearance**, and **Color** buttons.
5. **Windows toolbar** has:
  - a. **File** tab displays the **Backstage** view.
  - b. **Home** tab has **Composition** commands (e.g., the **Share** tab).
  - c. **Contextual** tab has the best commands for working with opened objects.
6. **Navigation pane** Controls the **Folders** list, **Folder** pane, and **Current Navigation** bar.
7. **Navigation Bar** Provides easy access to frequently used **Mail** folders.
8. **Folder pane** Area within the **Navigation** pane that displays the folders as a tree (e.g., the **Folder** list in **Mail**).
9. **Current Navigation bar** Contains buttons, in order: **Mail**, **Calendar**, **Contacts**, **Tasks**, **Journal**, **Folder** pane, and **Outlook**.
10. **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**.
11. **Reading pane** Displays the entire message in the **Message list**.
12. **Active bar** Displays information about the content of the current message: subject, sender, recipient, communication status, and the action connections.
  - a. You can customize this bar to display specific types of information.
13. **View Navigation toolbar** Provides quick links for switching between the **Normal** view and the **Reading** view.
  - a. You can't control the window types from this toolbar.
14. **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.



- 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:

- In the **File** tab, then **More Focused Inbox**.
- The **Focused** and **Other** tabs will appear at the top of the **Message list**.

## Change how your messages are sorted:

- In the **Focused** and **Other** tabs, then click **Sort**.
- To move only the selected messages:
  - Click **Move to Other** or **Move to Focused**.
- To move all future messages from the sender:
  - Click **Always Move to Other** or **Always Move to Focused**.

## Time Zones

## Change your time zone:

- On the **File** tab, click **Options**.
  - On the **Calendar** tab, click **Time zones**, type a name for the current time zone in the **Field** box.
  - In the **Time zone list**, click the time zone you want.
- Notes When you change the time zone in Outlook, windows clock settings change.

## Read Aloud

## Turn Read Aloud on/off:

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

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

## Let Outlook read a message to you:

- Select the message you want read aloud.

- On the **Message** tab, click **Read Aloud**.

## 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:

- On the **File** tab, click **Options**, then **Mail**.
- In the **Other** section, check the box for **Mark messages as read when deleted**.

## Accessibility Checker

## Optional feature with:

- Better support for international standards.
- Recommendations to make your document more accessible.

## Use the Accessibility Checker:

- Click the **Review** tab, which is visible when editing or replying to messages.
- Click **Check Accessibility**.
- View and address errors, warnings, and tips.

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

- Check the box for **Keep accessibility checker running while I work**.

## Sound Effects

## Add sounds:

- In the **Backstage** view, click **Options**.
- In the **Advanced Options** dialog box, click the **Sound of Alerts** tab.
- Under **Sound effect**, select what sounds feedback with sound.
- Select either a **Modern** or **Classic** sound scheme.
- TIP: Improve productivity by adding sound effects to confirm that an action has been completed or that that something has changed.

## Icons &amp; SVG Files

## Insert an icon in a message:

- On the **Insert** tab, click the **Icons** button.
- Click **Icons** in the **Insert** ribbon.
- Insert a scalable vector graphic (SVG) file in a message:
  - Drag and drop the file from **File Explorer** into your message.
  - Options are available to rotate, width, and make the image a float being applied.

## WORKING WITH BACKSTAGE ACCOUNTS

- **Backstage view** is used to manage how you manage messages with email account connections. Access the Outlook program options.

## Display the Backstage view:

- At the left end of the ribbon, click the **File** tab.
- To display a page: Click the page tab in the vertical bar on the left side of the ribbon.

## Backstage View Page Tabs &amp; Buttons

- **File** page: Displays tools for configuring and managing accounts that you connect to your 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, creating a shared folder, importing Outlook data files, new files, calendars, and RSS feeds.
  - Exporting items from Outlook to a data file.
  - Exporting RSS feeds from Outlook.
  - Save to Outlook: Transfers the selected Outlook items to a file.
  - Save attachments: Saves files attached to an item to a storage device.
- **Print** page: Displays a preview of the content item as it will look when printed. Select a printer, specify the print settings, and modify the print range before you print an item.

- **Other Account** page: Displays information about how you set account and how you set Outlook to work in. Set the background and theme for Outlook, and set Office products.
  - Connect to online storage and multimedia services.
  - Manage program options.
  - Access your account settings for your online Microsoft Account.
- **Options** button: Opens the Outlook Options dialog box.
- **Feedback** button: Links you to Microsoft's customer feedback program.
- **Exit** button: Closes Outlook.

# Microsoft Outlook Reference Guide

**Lauren Gardner**



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**Succinct Companion(tm)** Succinct Succinct Companion,2018-12-06 This Succinct Manual Has a Dimension of 8 5 x 11 inches and It Is Printed in Full Color When you need a quick guide on how to get started with Microsoft Outlook this is the guide to consult It is designed with the busy people in mind This guide will give you succinct and smart introduction to Microsoft Outlook 365 and Microsoft Outlook 2019 This guide is useful for both beginners and intermediates This manual could also be used as a training manual If you ever need to revise Outlook s basics this is the guide to consult In addition if you are a small business owner looking for how to get started with Microsoft Outlook to handle your emails this is the guide

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*Microsoft Outlook 2010 Mail Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card)* Beezix, Inc Staff,2010-06-15 Laminated quick reference card showing step by step instructions and shortcuts for how to use mail features of Microsoft Office Outlook 2010 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 included Displaying Mail Folders Navigation Pane To Do Bar Creating and Sending a Message Attaching a File to a Message Showing BCC Sending a Message with High or Low Importance Requesting a Read or Delivery Receipt Drafting a Message Delaying the Delivery of a Message Restricting Forwarding Printing or Copying Reading Messages Using the People Pane Manual Send Receive Using the Outbox Using Desktop Alerts Deleting Messages Emptying the Deleted Items Folder Saving an Attachment Removing an Attachment Replying Forwarding Printing a Message Sorting Messages Grouping Messages by Conversation Ignoring a Conversation Cleaning up Redundant Messages Turning Grouping On Off Creating an E Mail Signature Manually Inserting Signatures Creating a Distribution List Using Task Flags Creating Folders Adding Removing Favorite Folders Moving or Copying Messages Using Quick Steps Finding Mail Messages Creating a Contact from a Message Using the Rules Wizard Using the Out of Office Assistant Handling Junk Mail Also includes a list of Keyboard and Selection Shortcuts This guide is one of several titles available for Outlook 2010 What s New in Outlook 2010 from 2003 Outlook 2010 Mail Outlook 2010 Calendar Contacts Tasks Outlook Web Access for Exchange 2010 **Microsoft Outlook 2013 Introductory Quick Reference Guide Laminated Cheat Sheet Training Guide** ,2015-05-22 EXCEL Intro QUICK REFERENCE GUIDEDesigned with the busy professional in mind this 4

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*Microsoft Outlook Web App for Exchange 2010 SP1 Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated* Beezix, Inc Staff,2011-03-08 Laminated quick reference card showing step by step instructions and shortcuts for how to use Microsoft Outlook Web App for Exchange 2010 SP1 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 Inbox Creating and Sending a Message Attaching a File to a Message Showing BCC Sending a Message with High or Low Importance Requesting a Read or Delivery Receipt Checking Spelling Show Hide the Reading Pane Grouping Messages by Conversation Ignoring a Conversation Reading Messages Opening Saving Attachments Replying to a Message Forwarding a Message Saving a Draft Creating a Folder Moving or Copying Messages Opening Another User s Mailbox Creating an E Mail

Signature Turning on off an AutoReply when Out of the Office Chat Starting a Chat Resuming a Chat Adding Removing Chat Contacts Changing Your Chat Status Signing Out of Instant Messaging Calendar Displaying the Calendar Viewing the Calendar Creating Editing Appointments Scheduling Meetings Responding to Meeting Requests Making an Appointment Recur Contacts Displaying Contacts Creating and Editing Contacts Finding a Contact Sending a Mail Message or Meeting Request to a Contact Tasks Displaying Tasks Creating a Task Marking a Task or Flagged Item Complete Changing Tasks Viewed Common Procedures Using Flags Sorting Tasks Contacts Email Deleting an Item Undeleting an Item Using Categories Searching for an Item Logging Off Also includes a list of keyboard shortcuts **Microsoft Outlook 365 2019**

Joan Lambert,Elizabeth Belasco,2019-11 Quick and easy answers to the essentials of Outlook handy enough to keep you working without Internet searches or long videos Joan Lambert is an accomplished author and Senior Content Specialist creating courseware and training products that include the Microsoft Office suite Also a LinkedIn Learning video author formerly Lynda com and a Microsoft author the ability to choose what is covered in this reference comes from a vast experience of training material creation This expertise is streamlined through clear and succinct answers provided to help accomplish tasks Also includes labeled screen grabs and icons in a color coded design Durable and portable this 6 page laminated guide can be stored and accessed quickly so you can find what you need fast Corporations ranging from Ford Motor Company to the FBI have purchased QuickStudy software guides for their employee s workspace to improve productivity and reduce support calls 6 page laminated guide includes Main Window New Features About Outlook 365 Working Backstage with Accounts Connecting Outlook to an Email Account Troubleshooting Email Connections While Traveling Working with Multiple Email Accounts Sending Email Messages Personalizing Email Messages Collecting Information through Email Emailing Office Files Emptying the Trash Automatically Replying to Processing Messages Creating Contact Records Displaying Contact Images Editing Business Cards Accessing Organizational Contact Information Personalizing Outlook Getting Help *Microsoft Outlook 2021 & 365 Introductory Quick Reference Guide Laminated Cheat Sheet Training Guide* TeachUcomp,2022-02-21 Designed with the busy professional in mind this 4 page quick reference guide provides step by step instructions in Outlook 2021 and 365 When you need an answer fast you will find it right at your fingertips with this Microsoft Outlook 2021 and 365 Quick Reference Guide Clear and easy to use quick reference cards are perfect for individuals businesses and as supplemental training materials Includes touch gestures and keyboard shortcuts

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## Reviewing **Microsoft Outlook Reference Guide**: Unlocking the Spellbinding Force of Linguistics

In a fast-paced world fueled by information and interconnectivity, the spellbinding force of linguistics has acquired newfound prominence. Its capacity to evoke emotions, stimulate contemplation, and stimulate metamorphosis is actually astonishing. Within the pages of "**Microsoft Outlook Reference Guide**," an enthralling opus penned by a highly acclaimed wordsmith, readers attempt an immersive expedition to unravel the intricate significance of language and its indelible imprint on our lives. Throughout this assessment, we shall delve in to the book is central motifs, appraise its distinctive narrative style, and gauge its overarching influence on the minds of its readers.

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