



Microsoft

Outlook 365

2019



MAIN WINDOW

- Quick Access Toolbar** Displays has a command-by default, but you can:
 - Add any Outlook command to the toolbar.
- Home** The toolbar below the Ribbon is partially disabled upon the main window and get a close-to-the ribbon.
- This View** Identifies the active folder and account.
- Full Mail messages feature** Provides easy access to commands, Outlook Help, and online help resources.
- Windows arrangement feature** Includes the Ribbon Display Options feature and the Advanced Ribbon Display Options and Live Preview.
- Messages** Includes the:
 - File tab (Displays the Backstage view)
 - Home tab (Has the Home ribbon)
 - Contextual tab (Has the ribbon commands for working with opened items)
- Navigation pane** Contains the Favorites list, Folder pane, and Current Mailbox list.
- Navigation Pane** Provides easy access to frequently used Mail folders:
 - Folder pane: Also within the Navigation pane that displays the folders as a tree (e.g., the Inbox folder is already).
 - Compact Navigation pane** Contains buttons to switch between Mail, Calendar, Contacts, Folders, Journal, Tasks, and Deleted.
 - Message list** Displays a list of items with a preview of the first few lines of each message.
 - To change how your email is sorted, select Filter, then Sort by.
 - Reading pane** Displays the entire message in the Message list.
 - Status bar** Displays information about the content of the current message, such as version, read/unread status, and the sender's connection.
 - The user can customize this bar to display specific types of information.
- View** Includes Outlook. Provides quick links for switching between the Journal view and the Reading view.
 - The user's account for which the message was read (the toolbar).
- Zoom** feature: Controls the magnification of the Reading pane.



- To change the magnification for 25% increments, click the Zoom Out and Zoom In buttons.
- To change the magnification by 1% increments, drag the slider.
- To change from zoom zoom options, click the Zoom feature, which opens a dialog box.

NEW FEATURES

- ### Focused Inbox
- Note: This feature is not available in Outlook 2019.
- View Focused Inbox on:**
- Click the Home tab, then Home > Focused Inbox.
 - The Focused and Other tabs will appear at the top of the Message list.
- Change how your messages are sorted:**
- Click the Focused Inbox tab, then click the message.
 - To sort only the selected messages:
 - Click Move to Other or Move to Focused.
 - To move all focus messages from the mailbox:
 - Click Move Home to Other or Move Home to Focused.
- ### Time Zones
- Change your time zone:**
- On the File tab, click Options.
 - On the Calendar tab, under Show zones, type a zone for the current time zone in the field box.
 - In the Time zone list, click the time zone you want.
- Note: When you change the time zone in Outlook, Windows clock settings also change.
- ### Read Aloud
- View Read Aloud on:**
- On the File tab, click Options, then View of Items.

- Click the Read Aloud option, which is also the icon for Read Aloud.
- Let Outlook read a message to you:**
- Select 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 features and Exchange connectors.
- Automatically mark messages as read when deleted.
 - On the File tab, click Options, then Mail.
 - In the Mail section, click the box by Read messages as read when deleted.
- ### Accessibility Checker
- Check Outlook rules:**
- Rules appear in International standards.
 - Recommendations to make your Outlook rules accessible.
- Use the Accessibility Checker:**
- Click the Review tab, which is visible when writing or replying to messages.
 - Click Check Accessibility.
 - When you address errors, messages, and tips.
- PDF:** To be defined as accessibility issues as well titles.

- Click the box by Read immediately when writing rules to read.
- ### Sound Effects
- Add sounds:**
- In Backstage view, click Options.
 - In the Outlook Options dialog box, click the Sound of Events tab.
 - Under Sound Effects, select sounds that look with sound.
 - Click either a Modern or Classic sound selection.
- PDF: Improve productivity by adding sound effects to confirm that an action has been completed or that that something has changed.**
- ### Icons & SVG Files
- Insert pictures in a message:**
- On the Home tab, click the Pictures button.
 - Click Insert Pictures to insert a picture.
- 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, white, and move the image in about being quality.

WORKING WITH BACKSTAGE ACCOUNTS

- Backstage view:** Displays message, New Item, account, message, and email account connections. Access the Outlook progress options.
- Display the Backstage view:**
 - In the left end of the ribbon, click the File tab.
 - To display a page: Click the page tab in the right-hand navigation list end of the ribbon.
- Backstage View Page Tabs & Buttons**
- Back page:** Displays tools for configuring and managing accounts that you connect to from Outlook. Commands are specific to the account selected in the list at the top of the page.

- Sign & Export page:** Displays commands for:
 - Signing in Outlook from the settings or Backstage view, including:
 - Importing Outlook data files, new files, calendar, and RSS feeds.
 - Importing new account folders to a data file.
 - Exporting data from Outlook.
 - Save As button: Saves the selected folders from the file.
 - Save Attachments button: Saves files attached to an item to the local drive.
- Print page:** Displays a preview of the current item as it will look when printed. Select a printer, specify the print range, and specify the print options before you print an item.

- Other account page:** Displays information about your mail accounts and the status of Outlook mail's working in the background and Home in Outlook, and other Office products.
 - Connect to online storage and social media services.
 - Manage product options.
 - Access your account settings for your using a Microsoft Account.
- Options feature:** From the Outlook Options dialog box.
- Feedback button:** Links you to Microsoft's customer feedback program.
- Exit button:** Closes Outlook.

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Ethan J. Collins



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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

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