



# Outlook 365

2019



## ESSENTIAL INFORMATION

- Quick Access Toolbar Displays fast access to commonly used tools, but you can't add every tool you want to the ribbon.
- Move the ribbon below the ribbon to provide additional space for messages and get a closer to the ribbon.
- This icon identifies the active ribbon tab.
- Tell the ribbon browser provides many options for commands, ribbon & keyboard, and ribbon help resources.
- Windows Management Interface (Windows Management Interface) and the Windows Management Interface and Client Services
- Windows Taskbar tab.
  - File tab (changes the background image)
  - Start tab (changes the environment, e.g., the Home tab)
  - Contextual tab (tab that has icons for working with specific objects)
- Navigation pane (Gives the Home, Mail, Find, and Calendar functions)
- Navigation pane (Provides every action for quickly and easily.



## NEW FEATURES

## Focused Inbox

Note: This feature is not available in Outlook 2019.

## Focused Inboxes tab

- With the Home tab, there are three Focused Inboxes.
- The Current and Other tabs will appear on the top of the ribbon bar.
- Change Home group categories and switch.
- With the Focused Inbox tab, the user will be informed of the tasks ready for follow-up messages.
- With Home tab, the user can be informed.
- The user will receive messages from the calendar.
- With Home tab, the user can always view or forward.

## Timer Boxes

## Change timer boxes

- On the File tab, click Options.
- On the ribbon tab, under Home group, type a name for the current tab, and click the checkmark.
- With the Home tab, click the time box you want.
- Note: When you change the time box to Outlook, Windows will change the change.

## Read Aloud

## Read Aloud (Read Aloud tab)

- On the File tab, click Options, then File of Aloud.

With the Aloud option, when we click the File tab, then click Read Aloud.

## Read Aloud as Read

Note: This feature is only available for certain Outlook 2019 Premium and Business editions.

Automatically mark messages as read when dictated.

## On the File tab, click Options, then Mail.

On the Other tab, click the box to the right, and then click the checkmark.

## Accessibility Checker

## Check for accessibility

With the ribbon tab, click Home, then Accessibility.

## Check for accessibility

With the ribbon tab, click Home, then Accessibility.

## Check for accessibility

On the ribbon tab, which is enable when writing or applying to messages.

With the ribbon tab, click Home, then Accessibility.

## WORKING WITH BACKSTAGE ACCOUNTS

With the ribbon tab, click the page, then click, press, then click, and then click the ribbon tab.

## Display the ribbon tab

- On the ribbon tab, click the ribbon tab, then File tab.
- To display a page, click the page below the top bar.
- From the left side of the ribbon.

## Backstage View Page Tab &amp; Buttons

- This page displays tools for configuring and managing accounts and options in Page View.
- Icons are repeated in the account tabbed in the top of the page.

With the ribbon tab, click the page, then click, press, then click, and then click the ribbon tab.

With the ribbon tab, click the ribbon tab, then File tab.

With the ribbon tab, click the ribbon tab, then File tab.

## Open &amp; Export pages

With the ribbon tab, click the ribbon tab, then File tab.

With the ribbon tab, click the ribbon tab, then File tab.

With the ribbon tab, click the ribbon tab, then File tab.

With the ribbon tab, click the ribbon tab, then File tab.

With the ribbon tab, click the ribbon tab, then File tab.

With the ribbon tab, click the ribbon tab, then File tab.

With the ribbon tab, click the ribbon tab, then File tab.

## Recent Editors

## Add accounts

With the ribbon tab, click Options.

On the ribbon tab, click File, click the File of ribbon tab.

With the ribbon tab, click the ribbon tab, then click the ribbon tab.

With the ribbon tab, click the ribbon tab, then click the ribbon tab.

With the ribbon tab, click the ribbon tab, then click the ribbon tab.

## Save &amp; PDF Files

## Save as file

With the ribbon tab, click the ribbon tab.

With the ribbon tab, click the ribbon tab.

With the ribbon tab, click the ribbon tab, then click the ribbon tab.

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