



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

**Full file navigation buttons** Provides easy access to commands, Outlook items, and online help resources

**Windows arrangement buttons** Includes the Ribbon Display Options button and the Advanced, Advanced MiniBar, and Classic buttons

**Windows buttons (a)**

- a. File tab (displays the Backstage view)

- b. Home, Mail, Send, Compose, and a command (e.g., the File tab)

- c. Command bar tabs that have 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, read/unread status, 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

- b. To sort only the selected messages

- c. Click Move to Other or Move to Focused

- d. To move all items messages from the selected

- e. To change how messages are sorted, click Sort

**Time Zones**

- a. On the File tab, click Options

- b. On the Calendar tab, click Time zones, type a time zone, and click Add

- c. On the Time zone list, click the time zone you want

Note: When you change the time zone in Outlook, automatic check settings also change

**Read Aloud**

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

- b. On the Read Aloud tab, click Options, then Read Aloud

- c. On the Read Aloud tab, click Options, then Read Aloud

- d. On the Read Aloud tab, click Options, then Read Aloud

- e. On the Read Aloud tab, click Options, then Read Aloud

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

- b. On the Home tab, click Options, then Read Aloud

- c. On the Home tab, click Options, then Read Aloud

- d. On the Home tab, click Options, then Read Aloud

- e. On the Home tab, click Options, then Read Aloud

- f. On the Home tab, click Options, then Read Aloud

- g. On the Home tab, click Options, then Read Aloud

- h. On the Home tab, click Options, then Read Aloud

- i. On the Home tab, click Options, then Read Aloud

- j. On the Home tab, click Options, then Read Aloud

- k. On the Home tab, click Options, then Read Aloud

- l. On the Home tab, click Options, then Read Aloud

- m. On the Home tab, click Options, then Read Aloud

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- v. On the Home tab, click Options, then Read Aloud

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## WORKING WITH BACKSTAGE ACCOUNTS

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

- b. On the Home tab, click Options, then Read Aloud

- c. On the Home tab, click Options, then Read Aloud

- d. On the Home tab, click Options, then Read Aloud

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