



Microsoft

## Outlook 365

2019



## MAIN WINDOW

1. **Quick Access Toolbar** Displays two or more commands by default, but you can:

a. Add any command associated to this toolbar.

b. Move the toolbar below the Ribbon to provide additional space for the commands and put a closer to the ribbon.

2. **Title Bar** Identifies the active folder and account.

3. **Full File resources** Includes: **File**, **Home**, **Send**, **Share**, **Help**, and **Online** help resources.

4. **Navigation pane** Includes the **Navigation Pane**, **Navigation Pane**, and **Navigation Pane**.

5. **Navigation pane** Includes the:

a. **File tab** displays the **Navigation Pane**.

b. **Home tab** displays the **Navigation Pane**.

c. **Send tab** displays the **Navigation Pane**.

d. **Share tab** displays the **Navigation Pane**.

e. **Help tab** displays the **Navigation Pane**.

f. **Online tab** displays the **Navigation Pane**.

6. **Navigation pane** Includes the **Navigation Pane**, **Navigation Pane**, and **Navigation Pane**.

7. **Navigation pane** Includes the **Navigation Pane**, **Navigation Pane**, and **Navigation Pane**.

8. **Folder pane** Area within the **Navigation pane** that displays the folders in a tree (e.g., the **Folder pane**).

9. **Navigation pane** Includes the **Navigation Pane**, **Navigation Pane**, and **Navigation Pane**.

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- a. To change the magnification by 10% increments, click the **Zoom Out** and **Zoom In** buttons.
- b. To change the magnification by 1% increments, drag 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:

- a. In the **File** tab, click **Options**.
- b. In the **Advanced** tab, click **Focused Inbox**.

Change from your messages are sorted:

- a. In the **Advanced** tab, click **Focused Inbox**.
- b. In the **Advanced** tab, click **Focused Inbox**.
- c. In the **Advanced** tab, click **Focused Inbox**.
- d. In the **Advanced** tab, click **Focused Inbox**.

## Time Zones

Change your time zone:

- a. In the **File** tab, click **Options**.
- b. In the **Advanced** tab, click **Time Zones**.
- c. In the **Advanced** tab, click **Time Zones**.
- d. In the **Advanced** tab, click **Time Zones**.

Notes: When you change the time zone in Outlook, Windows clock settings change.

## Read Aloud

Turn Read Aloud on/off:

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

• **Audio Application** displays options, which is also the **Read Aloud** button.

• **Read Aloud** reads a message to you.

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## WORKING WITH BACKSTAGE ACCOUNTS

• **Backstage view** is used to manage your data. From here, you can manage your email account connections, access the Outlook program options.

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# Microsoft Outlook Reference Guide

**Joan Lambert, Elizabeth Belasco**



## **Microsoft Outlook Reference Guide:**

*Microsoft Outlook 2019 Introductory Quick Reference Guide Laminated Cheat Sheet Training Guide*

TeachUcomp,2018-11-30 Designed with the busy professional in mind this 4 page laminated quick reference guide provides step by step instructions in Introductory Outlook 2019 When you need an answer fast you will find it right at your fingertips Durable and easy to use quick reference cards are perfect for individuals businesses and as supplemental training materials With 68 topics covered this guide is perfect for someone new to Outlook or upgrading from a previous version Topics Include Contacts People Reading and Organizing E Mail Creating and Sending E Mail Tasks The Calendar Printing Touch Actions and Keyboard Shortcuts [Microsoft Outlook Web App](#) ,2010 *Microsoft Outlook 2016 Introduction Quick Reference Training Tutorial Guide (Cheat Sheet of Instructions, Tips & Shortcuts)* TeachUcomp Inc,2016-05-10 Designed with the busy professional in mind this 4 page quick reference guide provides step by step instructions in Outlook 2016 When you need an answer fast you will find it right at your fingertips with this Microsoft Outlook 2016 Quick Reference Guide Simple and easy to use quick reference cards are perfect for individuals businesses and as supplemental training materials Includes touch gestures and keyboard shortcuts *Outlook for Microsoft 365 (New Outlook) Quick Reference Guide Laminated Cheat Sheet* TeachUcomp,2025-06-10 Designed with the busy professional in mind this 4 page quick reference guide provides step by step instructions in Outlook for Microsoft 365 New Outlook When you need an answer fast you will find it right at your fingertips with this Outlook for Microsoft 365 New Outlook 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 **Microsoft Outlook 2016 Introductory Quick Reference Guide Laminated Cheat Sheet Training Guide** TeachUcomp Inc.,2016-05-10 Designed with the busy professional in mind this 4 page laminated quick reference guide provides step by step instructions in Introductory Outlook 2016 When you need an answer fast you will find it right at your fingertips Durable and easy to use quick reference cards are perfect for individuals businesses and as supplemental training materials With 68 topics covered this guide is perfect for someone new to Outlook or upgrading from a previous version Topics Include Contacts People Reading and Organizing E Mail Creating and Sending E Mail Tasks The Calendar Printing Touch Actions and Keyboard Shortcuts *Microsoft Outlook 2019 and Outlook for Office 365 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 for you You could also use this succinct

reference guide for revision if it has been long you used Outlook last and you wish to brush up your knowledge about this app  
N B If you have read a larger guide textbook on Microsoft Outlook and you are looking for a summary to refresh your memory and save time this is the guide for you Also if you are reading a textbook on Microsoft Outlook and you are finding it difficult this is the guide to read to understand the basics so that you can better understand the textbook when you return to read it

**Outlook for Microsoft 365 Classic Edition Quick Reference Guide Laminated Cheat Sheet**

TeachUcomp,2025-04-10 Designed with the busy professional in mind this 4 page quick reference guide provides step by step instructions in Outlook or Microsoft 365 Classic Edition When you need an answer fast you will find it right at your fingertips with this Outlook for Microsoft 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 Microsoft Outlook 2013 Introduction Quick Reference Training Tutorial Guide (Cheat Sheet of Instructions, Tips & Shortcuts)

TeachUcomp Inc,2015-05-23 Designed with the busy professional in mind this 4 page quick reference guide provides step by step instructions in Outlook 2013 When you need an answer fast you will find it right at your fingertips with this Microsoft Outlook 2013 Quick Reference Guide Simple and easy to use quick reference cards are perfect for individuals businesses and as supplemental training materials Includes touch gestures and keyboard shortcuts 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 page laminated quick reference guide provides step

by step instructions in Introductory Excel 2013 When you need an answer fast you will find it right at your fingertips Durable and easy to use quick reference cards are perfect for individuals businesses and as supplemental training materials With 59 topics covered this guide is perfect for someone new to Excel or upgrading from a previous version Topics Include Interface Basics File Management Data Entry Formulas Copying and Pasting Formulas Adjusting Columns and Rows Formatting Worksheets Worksheet Tools Worksheet Layout Printing Touch Actions and Keyboard Shortcuts

*Microsoft Outlook Web App (OWA) for Exchange 2013 Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminat* Beezix Software Services,2015-09-18 Laminated quick reference card showing step by step instructions and shortcuts for how to use Microsoft Outlook Web App for Exchange 2013 Written with Beezix s trademark focus on clarity accuracy and the user s perspective this guide will be a valuable resource to improve your proficiency in using Outlook Web App OWA for Exchange 2013 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 InboxCreating and Sending a MessageAttaching a File to a MessageShowing BCCSending a Message with High or Low ImportanceRequesting a Read or Delivery ReceiptsChecking SpellingShow Hide the Reading PaneGrouping Messages by ConversationIgnoring a ConversationReading MessagesOpening Saving AttachmentsReplying to a MessageForwarding a MessageSaving a DraftCreating a FolderMoving or Copying MessagesOpening Another User s MailboxCreating an E Mail SignatureOpening Another User s MailboxTurning on off Automatic Replies when Out of the Office Chat Starting a ChatChanging Your Chat StatusSigning Out of Instant Messaging People Displaying PeopleCreating and Editing ContactsFinding a ContactLinking Unlinking ContactsCreating a Distribution ListSending a Mail Message or Meeting Request to a Contact Tasks Displaying TasksChanging Tasks ViewedCreating a TaskMarking a Task or Flagged Item Complete Calendar Displaying the CalendarViewing the CalendarCreating Editing AppointmentsScheduling MeetingsResponding to Meeting RequestsMaking an Appointment Repeat Common Procedures Using FlagsSorting Tasks Contacts EmailDeleting an ItemUndeleting an ItemUsing CategoriesLogging Off Also includes a list of keyboard shortcuts

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 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 Microsoft Office Automation with Visual FoxPro Tamar E. Granor, Della Martin, 2000 Visual FoxPro developers are used to building large complex applications using only VFP as their programming environment But Windows users are demanding more integration with other applications such as the Microsoft Office suite Word Excel PowerPoint and Outlook Visual FoxPro can be used to automate either visually or behind the scenes any task or process that you could do manually in Office plus much more In Microsoft Office Automation with Visual FoxPro you ll learn how to create powerful applications that span the entire Office suite using Visual FoxPro in the driver s seat

**Microsoft Outlook 2007 Mail Quick Reference Guide** Beezix, Inc Staff, 2007-01 Laminated quick reference guide showing step by step instructions and shortcuts for how to use mail features of Microsoft Office Outlook 2007 Topics include Displaying the Inbox and Other Mail Folders Hiding Displaying the Navigation Pane Hiding Displaying the To Do Bar Creating and Sending a Message Sending a Message with High or Low Importance Restricting Forwarding Printing or Copying Requesting a Read or Delivery Receipt Delaying the Delivery of a Message Drafting a Message Reading Messages Using Desktop Alerts Deleting Messages Emptying the Deleted Items Folder Saving an Attachment Removing an Attachment Replying Forwarding Printing a Message Sorting Grouping Autosignatures Manually Inserting Signatures Creating a Distribution List Using Task Flags Creating Folders Adding Removing Favorite Folders Moving or Copying Messages between Folders Finding Mail Messages Using the Rules Wizard Using the Out of Office Assistant Creating a Contact from a Message and Handling Junk Mail Also includes a list of Keyboard and Selection Shortcuts This guide is suitable as a training handout or simply an easy to use reference guide for any type of user **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 employees' 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.

**CPanel User Guide and Tutorial** Aric Pedersen, 2006-03-24. Get the most from cPanel with this easy-to-follow guide. Resource description p.

**Microsoft Outlook 2002** Diana Rain, 2002. *Microsoft Outlook 97 with Exchange* 5 Nevada Learning Series, 1997-01-01.

[Microsoft Outlook 2013 Mail, Calendar, People, Tasks Quick Reference Guide](#) Beezix, 2013-05-06. 4-page laminated quick reference guide showing step-by-step instructions and shortcuts for how to use mail, calendar, contacts, and tasks features of Microsoft Office Outlook 2013. The following topics are covered: Mail, Displaying Mail, Folders, Hiding, Displaying, Folder Pane, 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, Quick Filters, All and Unread, Reading Messages, Using the People Pane, Manual Send/Receive, Using the Outbox, Using Desktop Alerts, Deleting Messages, 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, Finding Mail Messages, Using Task Flags, Creating a Folder, Favorite Folders, Moving or Copying Messages, Using Quick Steps, Creating a Contact from a Message, Creating a Distribution List, Creating an E-Mail Signature, Manually Inserting Signatures, Using the Rules Wizard, Using the Out of Office Assistant, Handling Junk Mail, Calendar, Setting up Your Work Week, Viewing the Calendar, Creating Appointments, Creating Scheduling and Editing Meetings, Repeating Appointments or Meetings, Responding to Meeting Requests, Changing Time or Date of Meeting Appointment, Viewing Multiple Calendars, Creating a Calendar Group, Printing the Calendar, People, Displaying People, Creating Linking Contacts, Deleting a Contact, E-Mailing a Contact, Searching for People, Connecting to a Social Media Site, Viewing Social Media Updates, Merging with Contacts, Tasks and To Do Items, Displaying To Do and Task List, Folders, Creating Tasks, Marking Complete, Adding Messages or Contacts to the To Do List, Changing Task Order, Assigning Tasks, Viewing To Do Items in the Calendar, Hiding/Displaying Tasks in the To Do Bar.

Printing Tasks For Any Outlook Item Deleting Items Assigning an Item to a Category Sorting by Category Sorting Items  
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Another Person s Calendar Contacts Tasks or Notes Folder Responding to a Sharing Request Using the Reading Pane

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