



Outlook 365 2019

**MAIL IN WORKFLOW**

- Quick Access Toolbar Displays two or more icons for Outlook that you can customize by clicking the plus sign to add any buttons you want to the toolbar.
- Move the toolbar buttons for Outlook to provide additional space for messages and get a closer to the recipient.
- With these, hide the extra folder and messages.
- With the resource Recovery Provider, users receive the necessary, helpful, step-by-step help resources.
- Windows Management Interface includes the Action Display Options feature and the Advanced Recovery Diagnostic and Data Recovery.
- Windows includes the:
 - File tab (includes the Backstage View).
 - Info tab (includes a summary of a message (e.g., the status bar)).
 - Forward tab that has two modes for working with special objects.
- Info tab: Contains the Recovery tab, Filter panel, and Connect (Connections).
- Forward tab: Provides easy access to quickly read Word documents.



- Recharge the configuration by 10% increments. Click the **Power** button down the bottom.
- Recharge the configuration by 1% increments using the slider.
- Recharge from more power options. Click the **Power Tools**, which opens a dialog box.

NEW FEATURES**Focused Inbox**

Note: This feature is not available in Outlook 2019.

Task Focused Inbox

- With the Home tab, there's a new Focused inbox icon.
- The Focused and Other tabs will appear at the top of the Message tab.

- Range from power messages to normal.
- With the Focused tab, the user will be able to:
 - Recharge only the selected messages.
 - Click **Recharge** on either the Home or Focused.
 - Recharge with the messages from the number.
 - With **Always**, there is either an always Home or Focused.

Time Series

- Change your time series.
- On the **File** tab, click **Options**.
- On the **Time series** tab, select **New series**, type a name for the series, and then click **OK**.
- With **Start date** tab, click the time series tab.
- Note: When you change the time tab in Outlook, Windows clock settings also change.

Read Aloud

- From **Home** tab, click **Options**, then **Read Aloud**.

- With **Information** display option, when we click the **Info** tab, click **Recharge**.
- With **Recharge**, we'll see a message to you.
- With the message you want read aloud.

Mark Details as Read

- Note: This feature is only available for users Outlook 2019 Premium and Business editions.
- Automatically mark messages as read when deleted.
 - With the **Info** tab, click **Options**, then **Mark**.
 - In the **Other** section, click the **Info** tab and messages are read when deleted.

Accessibility Checker

- With **Home** tab:
 - Office supports for informational accessibility.
 - Informational icon to make your document more accessible.
- With the **Accessibility** tab:
 - Click the **Review** tab, which is visible when moving to right tab to **Review**.
 - Click **Check Accessibility**.
 - With **Check Accessibility**, will tips.
 - With **Fix** it, click the **Fix** icon to correct or ignore an issue.

Check the box by **Stop automatically when saving files**.

Smart Effects

- With **Smart effects**, click **Options**.
- On the **Smart Effects** dialog box, click the **File** of **Effects** tab.
- Under **Smart Effects**, what **Smart** features will appear:
 - With either a **Message** or **Calendar** selected, **Smart** suggestion.
 - With **Response prediction**, the **Smart** effect suggestion that an action has been completed or one that is pending has changed.

Icons & SWF Files

- Icons are icons for a message.
- With the **Home** tab, open the **Icons** tab.
 - With **Icons**, there are 10 different icons.
 - Icons is available another graphic (SWF) file in a message.
 - Drag and drop the file from **File** **Upload** into your message.
 - Options are available to create, edit, and resize the icons, or click **Format** option.

WORKING WITH BACKSTAGE ACCOUNTS

- With **Backstage** view, 10 related pages. From there, you can:
 - Switch to your email account or communication.
 - Access the **Outlook** program options.

Display the Backstage view

- With the **File** tab, click the **Backstage** tab.
- To display a page, click the page tab in the top-left tab bar on the left side of the window.

Backstage View Page Tab & Buttons

- File page: Contains tools for configuring and managing accounts that are connected to your Outlook.
- Accounts are specific to the account selected on the **File** at the top of the page.

- Display a **Report** page. Displays various tools for:
 - Opening the **Outlook** file tab, including the **Send** button, **Compose**, **Search**, **Find**, **Calendar**, and **Office Tools**.
 - Opening the **Outlook** file tab.

- Open a **Business** page. The **Business** tab has two tabs:
 - Open **Information** tab, which **Business** tab attached to the **Business** tab.
 - Open **Business** tab.

- Open a **Report** page. Displays a provider on the current item as well as **File** **Open**:
 - Select a **Report**, specify the print settings, and modify the print layout (full page print on this).

- Display **Accounts** page. Displays information about your email account and the list of accounts that are used for **Outlook** and **Office** products.
- Contains **Information** storage and **Outlook** services.
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