



Microsoft

Outlook 365

2019



MAIN WINDOW

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

- Add any command associated to this toolbar.

- 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 buttons** Provides easy access to commands, Outlook Help, and online help resources.

4. **Windows management buttons** Includes the **Desktop**, **Display**, **Options**, **Themes**, and the **Language**, **Windows**, **Appearance**, and **Color** buttons.

5. **Buttons** Includes the:

- File** tab displays the **Backstage** view.

- Icons that have **Customizable** or **searchable** (e.g., the **Home** tab).

- Contextual list tabs that have icons specific for working with specific objects.

6. **Navigation pane** Controls the **Folders**, **Mail**, **Calendar**, and **Contacts** Navigation bar.

7. **Navigation Bar** Provides easy access to frequently used items folders.

8. **Folders pane** Area within the **Navigation** pane that displays the folders in a view (e.g., the **Folders** list in **Home**).

9. **Compact Navigation bar** Contains buttons, or **cards**, between **Mail**, **Calendar**, **Contacts**, **Tasks**, **Journal**, **Folder** pane, and **Outlook**.

10. **Message list** Displays a list of messages with a preview of the first few lines of each message.

- To change how your email is notified select **Filter**, then **Sort by**.

11. **Reading pane** Displays the entire message in the **Message list**.

12. **Active bar** Displays information about the content of the current message, including: **sender**, **recipient**, **subject**, **location**, **status**, and the **action** connection.

- You can customize this bar to display specific types of information.

13. **View Navigation buttons** Provides quick links for switching between the **Normal** view and the **Reading** view.

- You can't control the **Reading** view from this toolbar.

14. **Zoom buttons** Controls the magnification of the **Reading** pane.



- To change the magnification by 10% increments Click the **Zoom Out** and **Zoom In** buttons.
- To change the magnification by 1% increments Using the slider.
- 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:

- Click the **File** tab, then **More 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** or **Other** tab, then click which the messages.
- To move only the selected messages:
 - Click **Move to Other** or **Move to Focused**.
- To move all future messages from the sender:
 - Click **Always Move to Other** or **Always Move to Focused**.

Time Zones

Change your time zone:

- Click the **File** tab, click **Options**.
 - Click the **Calendar** tab, click **Time zones**, type a name for the current time zone in the **Field list**.
 - Click the **Time zone list**, click the time zone you want.
- Notes When you change the time zone in Outlook, windows clock settings change.

Read Aloud

Turn Read Aloud on/off:

- Click the **File** tab, click **Options**, then **Ease of Access**.

- Click **Application** display options, select to show the **Read Aloud** button.

Let Outlook read a message to you:

- Select the message you want read aloud.

On the **Message** tab, click **Read Aloud**.

Mark Emails as Read

Notes This feature is only available for certain Outlook 2019 profiles and Exchange connections.

Automatically mark messages as read when deleted:

- On the **File** tab, click **Options**, then **Mail**.
- In the **Other** section, check the box for **Mark messages as read when deleted**.

Accessibility Checker

Updated feature with:

- Full support for international standards.
- Recommendations to make your document more accessible.

Use the Accessibility Checker:

- Click the **Review** tab, which is visible when editing or replying to messages.
- Click **Check Accessibility**.
- You can address errors, warnings, and tips.

TIP: To be notified of accessibility issues as you type:

- Click the **File** tab, click **Accessibility checker settings**, then **Focus**.

Sound Effects

Add sounds:

- In the **Backstage** view, click **Options**.
- In the **Advanced** options dialog box, click the **Ease of Access** tab.
- Under **Feedback** options, select **Provide feedback with sound**.
- Select either a **Modern** or **Classic** sound scheme.
- TIP: Improve productivity by adding sound effects to confirm that an action has been completed or that that something has changed.

Icons & SVG Files

Insert an icon in a message:

- On the **Insert** tab, click the **Icons** button.
- Click **Icons** in the **Insert** ribbon.
- Insert a scalable vector graphic (SVG) file in a message:
 - Drag and drop the file from **File Explorer** into your message.
 - Options are available to rotate, width, and make the image a float body graphic.

WORKING WITH BACKSTAGE ACCOUNTS

- Backstage view** is used to manage how you manage messages with email account connections. Access the Outlook program options.

Display the Backstage view:

- At the left end of the Ribbon, click the **File** tab.
- To display a page: Click the **File** tab in the **Navigation bar** on the left side of the window.

Backstage View Page Tabs & Buttons

- File** page: Displays icons for configuring and managing accounts that you connect to from Outlook. Commands are specific to the account selected in the **Left** bar at the top of the page.

- Home & Export** page: Displays commands for:
 - Opening an Outlook data file, creating a new Outlook profile, or deleting an Outlook data file, new file, calendar, and RSS feeds.
 - Exporting items from Outlook to a data file.
 - Exporting RSS feeds from Outlook.
 - Save to Outlook: Transfers the selected Outlook items to a file.
 - Save attachments: Saves files attached to an item to a storage device.
- Print** page: Displays a preview of the content item as it will look when printed. Select a printer, specify the print settings, and modify the print range before you print an item.

- Other Account** page: Displays information about how you set account and how you can work with the background and other Outlook and other Office products.
 - Connect to online storage and media services.
 - Manage program options.
 - Access your account settings (if you're using a Microsoft Account).
- Options** button: Opens the Outlook Options dialog box.
- Feedback** button: Links you to Microsoft's customer feedback program.
- Exit** button: Closes Outlook.

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DP Hallahan



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