



Microsoft

Outlook 365

2019



MAIN WINDOW

- Quick Access Toolbar Displays** has a command to Undo, Redo, and you can add any of the commands to the toolbar.
- Move the toolbar below the Ribbon to provide additional space for the commands and get a closer to the ribbon.
- File Name Identification** for active folder and account.
- Mail My resources feature** Provides easy access to commands, Outlook Help, and online help resources.
- Windows management buttons** Includes the 2019 Windows Update, Settings, and the Microsoft Store buttons.
- Windows Includes the:**
 - File tab** displays the Backstage view.
 - Home tab** has Configuration commands (e.g., the Home tab).
 - Content tab** has the best ways to work with messages and other items.
- Navigation pane** Contains the Favorites list, Folder pane, and Current 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 tree (e.g., the Inbox folder is shown).
- Compare Navigation pane** Contains buttons to compare folders: Mail, Calendar, Contacts, Tasks, Journals, Folders, and Groups.
- 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.
- Reading pane** Displays the entire message in the Message list.
- Status bar** Displays information about the content of the current message, including read status, synchronization status, and the server connection.
 - You can customize this bar to display specific types of information.
- 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.
- 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. Drag the slider.
 - To change from zoom pane options. Click the Zoom button, which opens a dialog box.



- To change the magnification by 10% increments. Click the Zoom Out and Zoom In buttons.
- To change the magnification by 1% increments. Drag the slider.
- To change from zoom pane 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 Home tab, then click 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 tab, then click the message.
 - To move only the selected message:
 - Click Move to Other or Move to Focused.
 - To move all focus messages from the window:
 - Click 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 box.
 - Click the Time zone list, click the time zone you want.
- Notes When you change the time zone in Outlook, windows check settings, and change.
- ### Read Aloud
- Turn Read Aloud on/off:**
- Click the File tab, click Options, then Ease of Access.
- Audio Application** display options, which is close the box for Show about Read.
 - Read Outlook** read a message to you:
 - Select the message you want read aloud.
 - On the ribbon 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**
 - Feature support for international standards.
 - Accessibility to make your document more accessible.
 - Use the Accessibility Checker:**
 - Click the Review tab, which is visible when editing or copying in messages.
 - Click Check Accessibility.
 - You can address errors, warnings, and tips.

TIP: To be notified of accessibility issues in real time, check the box for Auto accessibility checker during setup.
 - Sound Effects**

Add sounds:

 - In Backstage view, click Options.
 - In the Windows section during box, click the Ease of Access tab.
 - Under Sound effects, what sounds feedback will sound.
 - Click either a Modern or Classic sound selection.

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 Insert icon.
 - Click Icon Library, then click.

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 height the image in about being quality.

WORKING WITH BACKSTAGE ACCOUNTS

- Backstage view** is used to manage how your messages are received and transmitted. Access the Outlook options.
- Display the Backstage view:**
 - At the left end of the ribbon, click the File tab.
 - To display a page: Click the page tab in the ribbon bar on the left side of the ribbon.
- Backstage View Page Tabs & Buttons**

Each page displays tools for configuring and managing accounts that you connect to from Outlook. Commands are specific to the account selected in the list at the top of the page.

 - Sign & Export page** Helps you connect with for:
 - Signing in Outlook with an account or Social Data Importing Outlook data files, text files, calendars, and RSS feeds.
 - Exporting items from Outlook to a data file.
 - Exporting RSS feeds from Outlook.
 - Save to Outlook from the content libraries from one file.
 - Save attachments from the items files attached to an item to a storage site.
 - Print page** Displays a preview of the content that you will print when printed. Select a printer, specify the print settings, and modify the print range by page, page range, or file.
 - Other Account page** Displays information about your account and the status of a linked account's working in the background and shows the Outlook and other Office products.
 - Connect to online storage and productivity services.
 - Manage physical copies.
 - Access your account settings for your online Microsoft Account.
 - Options button** Opens the Outlook Options dialog box.
 - Feedback button** Links you to Microsoft's customer feedback program.
 - Exit button** Closes Outlook.

Microsoft Outlook 20quick Reference Guide

Judd E. Hollander



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