



Microsoft

Outlook 365

2019



MAIN WINDOW

- Quick Access Toolbar Displays** has a command to **Reset** that you can use to add any toolbar command to the toolbar.
- More** (the folded button) displays the **Options** pane to provide additional options 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 Outlook Options** button and the **Advanced Outlook Options** and **Live** buttons.
- Windows Includes the:**
 - File** tab displays the **Backstage** view.
 - Home** tab has **Compose** and **Send** commands (e.g., the **Share** tab).
 - Send** tab has the **Send** command for sending with special options.
- Navigation pane** Contains the **Folders** 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 as a tree (e.g., the **Folder** list is shown).
- Command Navigation bar** Contains **Navigation** buttons: **Mail**, **Calendar**, **Tasks**, **Journal**, **Folder** pane, and **Outlook**.
- Message list** Displays a list of messages with a preview of the first few lines of each message.
 - You can change your email to **HTML** or **Text** (e.g., **Text** list).
- Reading pane** Displays the entire message in the Message list.
- Status bar** Displays information about the content of the current message, including sender, recipient, 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 **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 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 **Show zones**, type a zone or the current zone in the **Field** box.
 - Click the **Done** pane 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 **File of Access**.
- Audio Application Update options**, which is also the **Use the New Read Aloud**.
- Use 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 folders 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 Outlook Help:**
 - Focus support for international readers.
 - 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 text by using accessibility checker settings.**
- Sound Effects**

Add sounds:

 - In **Backstage** view, click **Options**.
 - In the **Advanced Options** dialog box, click the **Sound of Alerts** tab.
 - Under **Sound Effect** column, what sounds feedback with sound.
 - Click either a **Modern** or **Classic** sound volume.

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** to display the gallery.

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 **resize**, **rotate**, and **move** the image in about being applied.

WORKING WITH BACKSTAGE ACCOUNTS

- Backstage view** is used to manage how you can manage your email account connections. Access the Outlook's **Backstage** view.
- 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**

File page: Displays basic configuration 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.

Home & Export page: Helps you connect with for:

 - Opening an Outlook data file, including an **Outlook** archive, Outlook data file, text file, calendar, and RSS feeds.
 - Exporting items from Outlook to a data file.
 - Exporting RSS feeds from Outlook.
 - Save to Outlook: Save the current Outlook item to a file.
 - Save attachments: Buttons: Items files attached to an item are always saved.

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 options by clicking on the icons.

Other account page: Displays information about your account and the status of a linked and/or working in the background and shows the Outlook and other device products.

 - Connect to online storage and productivity services.
 - Manage physical updates.
 - Access your account settings (if you're using a Microsoft Account).

Options button: Opens the Outlook Options dialog box.

Feedback button: Clicks you to Microsoft's customer feedback program.

Exit button: Closes Outlook.

Microsoft Outlook Reference Guide

Beezix, Inc Staff



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Microsoft Outlook 2002 Diana Rain,2002

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