



Microsoft

## Outlook 365

2019



## MAIN WINDOW

1. **Quick Access Toolbar** Displays two or more icons by default that you can:

- Add any of the icons associated to this toolbar.

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

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

3. **Mail File resources** Includes: **File**, **Help**, and **Online Help** resources.

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

5. **Navigation pane** Includes the:

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

- Shows that **File**, **Navigation Pane**, and **Navigation Pane**.

- Contains the **File** tab that has some options for working with email objects.

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. **Content Navigation pane** Contains buttons, in order: **Mail**, **Calendar**, **Contacts**, **Tasks**, **Journal**, **Folder pane**, and **Navigation pane**.

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 sorted, click **Sort**, then **Sort by**.

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

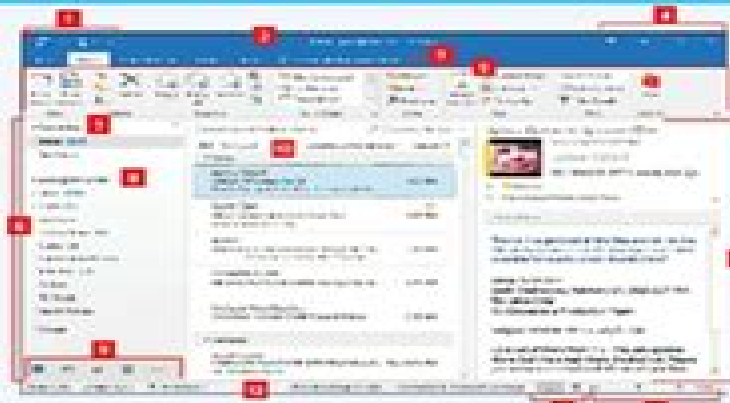
12. **Navigation pane** Includes information about the content of the current message, including: **Navigation pane**, **Navigation pane**, and the **Navigation pane**.

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

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

- You can't control the **Navigation pane** from this toolbar.

14. **Zoom toolbar** 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 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 **Sort**.
- 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 **Time zone** box.
- Click the **Time zone** box, 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 **Read Aloud**.

Click **Application** display options, which is close the **Read Aloud** dialog.

Click **Outlook**, read a message to you:

- Select the message you want to read aloud.

Click the **Read Aloud** button, which reads 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:

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

## Accessibility Checker

Click **Accessibility** button:

- Click **Accessibility** button.
- Click **Accessibility** button.

Click the **Accessibility** button:

- Click the **Accessibility** button, which is visible when editing or copying to messages.
- Click **Check Accessibility**.
- You can check accessibility, messages, and tips.

PDF: To be prepared of accessibility issues in PDF files.

Click the **File** tab, click **Accessibility** button, which reads aloud.

## Sound Effects

Add sounds:

- In the **Sound** section, click **Options**.
- In the **Sound** section, click **Options**.
- Click **Sound** button, which reads aloud.
- Click **Sound** button, which reads aloud.
- Click **Sound** button, which reads aloud.
- Click **Sound** button, which reads aloud.

## Icons &amp; SVG Files

Insert an icon in a message:

- Click the **File** tab, click the **Insert** button.
- Click **Icons** button, which reads aloud.
- Insert a scalable vector graphic (SVG) file in a message:
- Click and drag the file from **File Explorer** into your message.
- Options are available to insert, edit, and move the image in the **Message** pane.

## WORKING WITH BACKSTAGE ACCOUNTS

Backstage view: To control how pages look here, you can change the background and theme of Outlook.

## Display the Backstage view:

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

## Backstage View Page Tabs &amp; Buttons

Click **File** button: Displays the **Backstage view** and managing accounts that you connect to your Outlook.

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# Microsoft Outlook 20quick Reference Guide

**Ying-Ying Zheng**



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## **Table of Contents Microsoft Outlook 20quick Reference Guide**

1. Understanding the eBook Microsoft Outlook 20quick Reference Guide
  - The Rise of Digital Reading Microsoft Outlook 20quick Reference Guide
  - Advantages of eBooks Over Traditional Books
2. Identifying Microsoft Outlook 20quick Reference Guide
  - Exploring Different Genres
  - Considering Fiction vs. Non-Fiction
  - Determining Your Reading Goals
3. Choosing the Right eBook Platform
  - Popular eBook Platforms
  - Features to Look for in an Microsoft Outlook 20quick Reference Guide
  - User-Friendly Interface
4. Exploring eBook Recommendations from Microsoft Outlook 20quick Reference Guide
  - Personalized Recommendations
  - Microsoft Outlook 20quick Reference Guide User Reviews and Ratings
  - Microsoft Outlook 20quick Reference Guide and Bestseller Lists
5. Accessing Microsoft Outlook 20quick Reference Guide Free and Paid eBooks

- Microsoft Outlook 20quick Reference Guide Public Domain eBooks
- Microsoft Outlook 20quick Reference Guide eBook Subscription Services
- Microsoft Outlook 20quick Reference Guide Budget-Friendly Options
- 6. Navigating Microsoft Outlook 20quick Reference Guide eBook Formats
  - ePub, PDF, MOBI, and More
  - Microsoft Outlook 20quick Reference Guide Compatibility with Devices
  - Microsoft Outlook 20quick Reference Guide Enhanced eBook Features
- 7. Enhancing Your Reading Experience
  - Adjustable Fonts and Text Sizes of Microsoft Outlook 20quick Reference Guide
  - Highlighting and Note-Taking Microsoft Outlook 20quick Reference Guide
  - Interactive Elements Microsoft Outlook 20quick Reference Guide
- 8. Staying Engaged with Microsoft Outlook 20quick Reference Guide
  - Joining Online Reading Communities
  - Participating in Virtual Book Clubs
  - Following Authors and Publishers Microsoft Outlook 20quick Reference Guide
- 9. Balancing eBooks and Physical Books Microsoft Outlook 20quick Reference Guide
  - Benefits of a Digital Library
  - Creating a Diverse Reading Collection Microsoft Outlook 20quick Reference Guide
- 10. Overcoming Reading Challenges
  - Dealing with Digital Eye Strain
  - Minimizing Distractions
  - Managing Screen Time
- 11. Cultivating a Reading Routine Microsoft Outlook 20quick Reference Guide
  - Setting Reading Goals Microsoft Outlook 20quick Reference Guide
  - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Microsoft Outlook 20quick Reference Guide
  - Fact-Checking eBook Content of Microsoft Outlook 20quick Reference Guide
  - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
  - Utilizing eBooks for Skill Development



- Exploring Educational eBooks

#### 14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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