



Microsoft

Outlook 365

2019



MAIN WINDOW

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

a. Add any command associated to this toolbar.

b. 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**, **Font**, **Appearance**, and **Color** buttons.

5. **Buttons** Includes the:

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

b. **Home** tab lists **Composition** commands (e.g., the **Share** tab).

c. **Contextual** list lists the best commands for working with selected objects.

6. **Navigation pane** Controls the **Folders** list, **Folder** pane, and **Compare Navigation** bar.

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

8. **Folder pane** Area within the **Navigation** pane that displays the folders as a tree (e.g., the **Folder** list in **Mail**).

9. **Compare Navigation bar** Contains buttons to compare folders. **Mail**, **Calendar**, **Contacts**, **Tasks**, **Journal**, **Folder** pane, and **Documents**.

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

a. To change how your email is notified select **Alerts**, then **Mail** tab.

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.

a. 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.

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

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



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

a. In the **File** tab, click **More Focused Inbox**.

b. The **Focused** and **Other** tabs will appear at the top of the **Message list**.

Change how your messages are sorted:

a. In the **Focused** tab, click **More** and select **Sorted by**.

b. To move only the selected messages:

-Click **Move to Other** or **Move to Focused**.

c. To move all future messages from the sender:

-Click **Always Move to Other** or **Always Move to Focused**.

Time Zones

Change your time zone:

a. In the **File** tab, click **Options**.

b. In the **Calendar** tab, click **Time zones**, type a zone in the current time zone in the **Time zone** box.

c. In the **Time zone** box, click the time zone you want.

Notes When you change the time zone in Outlook, windows check settings change.

Read Aloud

Turn Read Aloud on/off:

a. In the **File** tab, click **Options**, then **Read Aloud**.

-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.

-In 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:

-In the **File** tab, click **Options**, then **Mail**.

-In the **Mail** section, check the box for **Mark messages as read when deleted**.

Accessibility Checker

-Click **Options** in the **File** tab.

-Click **Accessibility** in the **File** tab.

-Click **Check Accessibility**.

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Check the text by using accessibility checker settings:

-Click **Check Accessibility**.

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WORKING WITH BACKSTAGE ACCOUNTS

-Click **Options** in the **File** tab.

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Terry C. Jones



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