



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.

2. **Move the toolbar** below the Ribbon to provide additional space for the commands and put a closer to the ribbon.

3. **File Name** Identifies the active folder and account.

4. **Mail** My resources location Provides easy access to commands, Outlook Help, and online help resources.

5. **Windows management buttons** Includes the **Desktop**, **Desktop**, **Desktop**, **Desktop**, and **Desktop** buttons.

6. **Windows** Includes the:

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

b. **Home** tab displays the **Backstage** view.

c. **Send** tab displays the **Backstage** view.

d. **Share** tab displays the **Backstage** view.

e. **More** tab displays the **Backstage** view.

f. **More** tab displays the **Backstage** view.

g. **More** tab displays the **Backstage** view.

h. **More** tab displays the **Backstage** view.

i. **More** tab displays the **Backstage** view.

j. **More** tab displays the **Backstage** view.

k. **More** tab displays the **Backstage** view.

l. **More** tab displays the **Backstage** view.

m. **More** tab displays the **Backstage** view.

n. **More** tab displays the **Backstage** view.

o. **More** tab displays the **Backstage** view.

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s. **More** tab displays the **Backstage** view.

t. **More** tab displays the **Backstage** view.

u. **More** tab displays the **Backstage** view.

v. **More** tab displays the **Backstage** view.

w. **More** tab displays the **Backstage** view.

x. **More** tab displays the **Backstage** view.

y. **More** tab displays the **Backstage** view.

z. **More** tab displays the **Backstage** view.

aa. **More** tab displays the **Backstage** view.

ab. **More** tab displays the **Backstage** view.

ac. **More** tab displays the **Backstage** view.

7. **Folder pane** Area within the Navigation pane that displays the folders in a tree (e.g., the **Folder** pane).

8. **Compact Navigation pane** Contains buttons to switch between **Mail**, **Calendar**, **Contacts**, **Tasks**, **Journal**, **Folder pane**, and **Outlook**.

9. **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 **Filter**, then **Sort by**.

b. **Reading pane** Displays the active message in the Message list.

c. **Active pane** Displays information about the content of the current message, including attachments, calendar entries, and the current conversation.

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

e. **View** pane displays the **Backstage** view.

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- 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:

- In the **File** tab, click **Options**.
- In the **Advanced** tab, click **Focused Inbox**.

Change how your messages are sorted:

- In the **Advanced** tab, click **Focused Inbox**.
- To move only the selected messages:
 - Click **Move to Focused** or **Move to Unfocused**.
- To move all future messages from the sender:
 - Click **Always Move to Focused** or **Always Move to Unfocused**.

Time Zones

Change your time zone:

- In the **File** tab, click **Options**.
 - In the **Advanced** tab, click **Time Zones**.
 - In the **Time Zones** pane, 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:

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

• **Audio Application** displays options, which is also the **Read Aloud** pane.

• **Read Aloud** pane displays a message to read.

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WORKING WITH BACKSTAGE ACCOUNTS

• **Backstage view** (1) and (2) pages. From here, you can manage your email account connections, access the Outlook program options.

• **Working 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 end of the ribbon.

• **Backstage View Page Tabs and 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** pane at the top of the page.

• **File & Export** page: Displays icons for:

- Opening an Outlook data file, creating a new Outlook data file, or deleting an Outlook data file.
- Exporting data from Outlook to a data file.
- Exporting data from Outlook to a data file.

• **Import & Export** page: Displays icons for:

- Importing data from Outlook to a data file.
- Importing data from Outlook to a data file.

• **Print** page: Displays a preview of the current item as it will look when printed. Select a printer, specify the print settings, and modify the print range (all or pages you specify) to print.

• **Other Accounts** page: Displays information about your account and the status of Outlook's connection to the account and the status of Outlook's connection to the account.

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Microsoft Outlook Quick Reference Guide

Clemens Wendtner

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Microsoft Outlook Quick Reference Guide:

Adopting the Tune of Expression: An Psychological Symphony within **Microsoft Outlook Quick Reference Guide**

In a global eaten by screens and the ceaseless chatter of instant interaction, the melodic beauty and emotional symphony created by the prepared word frequently diminish in to the back ground, eclipsed by the persistent sound and interruptions that permeate our lives. However, located within the pages of **Microsoft Outlook Quick Reference Guide** a marvelous literary treasure full of natural emotions, lies an immersive symphony waiting to be embraced. Crafted by a masterful composer of language, this captivating masterpiece conducts visitors on a mental journey, well unraveling the concealed songs and profound influence resonating within each carefully constructed phrase. Within the depths of this emotional evaluation, we will investigate the book is key harmonies, analyze their enthralling publishing design, and submit ourselves to the profound resonance that echoes in the depths of readers souls.

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