



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** Includes: **File**, **Home**, **Senders**, **Help**, and **Online Help** resources.

4. **Navigation management buttons** Includes the **Outlook Express**, **Options**, **Home**, and the **Advanced**, **Advanced**, and **Home** buttons.

5. **Navigation bar** Includes the:

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

b. **Home** tab displays the **Home** ribbon.

c. **Advanced** tab displays the **Advanced** ribbon.

d. **Options** tab displays the **Options** ribbon.

e. **Advanced** tab displays the **Advanced** ribbon.

f. **Options** tab displays the **Options** ribbon.

g. **Advanced** tab displays the **Advanced** ribbon.

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

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

8. **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 displayed, click **View**, then **Layout**.

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

c. **Navigation pane** Displays information about the content of the current message, including: **From**, **To**, **Subject**, **Body**, **Attachments**, **Properties**, and the **Advanced** pane.

d. **View** pane displays the **View** ribbon.

e. **Advanced** pane displays the **Advanced** ribbon.

f. **Options** pane displays the **Options** ribbon.

g. **Advanced** pane displays the **Advanced** ribbon.

h. **Options** pane displays the **Options** ribbon.

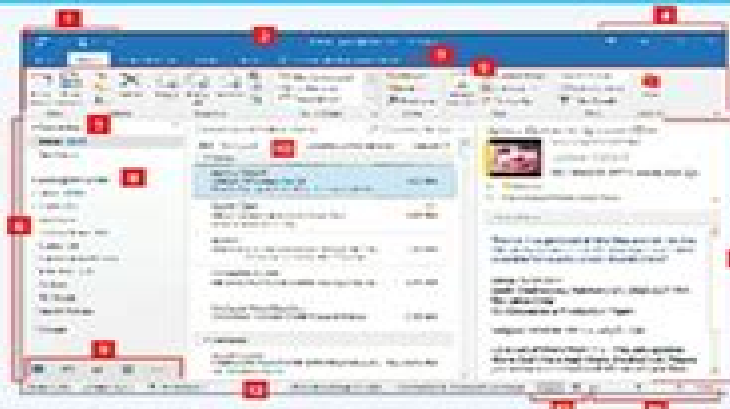
i. **Advanced** pane displays the **Advanced** ribbon.

j. **Options** pane displays the **Options** ribbon.

k. **Advanced** pane displays the **Advanced** ribbon.

l. **Options** pane displays the **Options** ribbon.

m. **Advanced** pane displays the **Advanced** ribbon.



a. To change the magnification by 10% increments, click the **Zoom Out** and **Zoom In** buttons.

b. To change the magnification by 1% increments, drag 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 **Options**.

b. In the **Advanced** pane, click **Advanced**.

c. In the **Advanced** pane, click **Advanced**.

d. In the **Advanced** pane, click **Advanced**.

e. In the **Advanced** pane, click **Advanced**.

f. In the **Advanced** pane, click **Advanced**.

g. In the **Advanced** pane, click **Advanced**.

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l. In the **Advanced** pane, click **Advanced**.

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n. In the **Advanced** pane, click **Advanced**.

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p. In the **Advanced** pane, click **Advanced**.

q. In the **Advanced** pane, click **Advanced**.

r. In the **Advanced** pane, click **Advanced**.

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Backstage View (Page Tabs & Buttons)

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WORKING WITH BACKSTAGE ACCOUNTS

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