



Microsoft

Outlook 365

2019



MAIN WINDOW

1. **Quick Access Toolbar** Displays two 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. **Mail File resources** Includes:
 - a. **Help** Access to commands, Outlook Help, and online help resources.
4. **Windows management buttons** Includes the **Desktop**, **Display**, **Options**, **Themes**, and the **Language**, **Internet Options**, and **Color** buttons.
5. **Windows toolbar** has:
 - a. **File** tab displays the **Backstage** view.
 - b. **Home** tab has:
 - i. **Compose** group: Composes a message (e.g., the **New** tab).
 - ii. **Connected** tab: Lets you connect to working with social objects.
6. **Navigation pane** Controls the **Folders**, **Mail**, **Calendar**, and **Contacts** Navigation bar.
7. **Navigation Bar** Provides easy access to frequently used items.
8. **Folders pane** Area within the Navigation pane that displays the folders as a tree (e.g., the **Folders** pane).
9. **Compact Navigation bar** Contains buttons to switch between **Mail**, **Calendar**, **Contacts**, **Tasks**, **Journal**, **Folders**, and **Outlook**.
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 **Filter**, then **Sort by**.
11. **Reading pane** Displays the entire message in the Message list.
12. **Active bar** Displays information about the content of the current message:
 - a. **Message** section: Includes sender, recipient, status, and the current conversation.
 - b. **View** section: Lets you display specific types of information.
13. **View Navigation toolbar** Provides quick links for switching between the **Normal** view and the **Reading** view.
 - a. **View** icon: Switches the window 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** icons.
 - 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.



- a. To change the magnification by 10% increments: Click the **Zoom Out** and **Zoom In** icons.
- 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:

- In the **File** tab, click **More Focused Inbox**.
- The **Focused** and **Other** tabs will appear at the top of the **Message list**.

Change how your messages are sorted:

- In the **Focused** or **Other** tabs, click the **Sort** button.
- To move only the selected messages:
 - Click **Move to Other** or **Move to Focused**.
- To move all items messages from the window:
 - Click **Move to Other** or **Move to Focused**.

Time Zones

Change your time zone:

- In the **File** tab, click **Options**.
 - In the **Calendar** tab, click **Time zones**, type a name for the current time zone in the **Field** box.
 - In the **Time zone** list, 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 **Ease of Access**.

- Under **Application display options**, select to show the **Read Aloud** button.

Let Outlook read a message to you:

- Select the message you want read aloud.

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

Accessibility Checker

Optional feature:

- Feature support for international standards.
- Recommendations to make your document more accessible.

Use the Accessibility Checker:

- Click the **Review** tab, which is visible when editing or replying to messages.
- Click **Check Accessibility**.
- View and address errors, warnings, and tips.

TIP: To be notified of accessibility issues in real time:

- Check the box for **Keep accessibility checker running while I work**.

Sound Effects

Add sounds:

- In the **Backstage** view, click **Options**.
- In the **Advanced Options** dialog box, click the **Sound of Alerts** tab.
- Under **Sound Effects**, select sounds for each task.
- Select either a **Modern** or **Classic** sound scheme.
- TIP: Improve productivity by adding sound effects to confirm that an action has been completed or 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 **Icons** pane.
- 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 rotate, width, and make the image a float body style.

WORKING WITH BACKSTAGE ACCOUNTS

- **Backstage view**: It is used to manage how you manage your email account connections.
- Access the **Outlook** program options.

Display the Backstage view:

- At the left end of the ribbon, click the **File** tab.
- To display a page: Click the **File** tab in the ribbon bar on the left end of the ribbon.

Backstage View Page Tabs & Buttons

- **File** page: Displays tools 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.

- **Info & Export** page: Displays account info for:
 - Opening an Outlook data file, including an Outlook Import Wizard.
 - Importing Outlook data files, text files, calendars, and RSS feeds.
 - Exporting items from Outlook to a data file.
 - Exporting RSS feeds from Outlook.
- **Tools** page: Displays the **Import** button to import data from other file types.
- **Account Connections** button: Shows data attached to an account.
- **Print** page: Displays a preview of the account data as it will look when printed.
- Select a printer, specify the print settings, and modify the print range before printing the page.

- **Other Account** page: Displays information about how you can connect and manage an Outlook account working in the background and syncs the Outlook and other Office products.
- Connect to online storage and multimedia services.
- Manage program options.
- Access your account settings (if you're using a Microsoft Account).
- Options button: Opens the Outlook Options dialog box.
- **Feedback** button: Lets you, as Microsoft's customer feedback program.
- **Exit** button: Closes Outlook.

Microsoft Outlook 20quick Reference Guide

SJ Ball



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