



Microsoft

Outlook 365 2019



MAIN WINDOW

- Quick Access Toolbar** Displays two commands by default, but you can:
 - Add any command associated to this toolbar.
- Move the toolbar** below the Ribbon to provide additional space for the commands and put a closer to the ribbon.
- File Name** Identifies the active folder and account.
- Mail** My resources feature Provides easy access to commands, Outlook Help, and online help resources.
- Windows management buttons** Includes the **Desktop** Display Options button and the **Minimize**, **Maximize**, and **Close** buttons.
- Windows** Includes the:
 - File** tab displays the **Backstage** view.
 - Home** tab has Configuration commands (e.g., the **Home** tab).
 - Contextual** tab has the best commands for working with opened objects.
- Navigation pane** Controls the **Folders** list, **Folder** pane, and **Current Navigation** bar.
- Navigation Bar** Provides easy access to frequently used **Mail** folders.
- Folder** pane Area within the **Navigation** pane that displays the folders as a tree (e.g., the **Folder** list in **Mail**).
- Current Navigation bar** Contains buttons, in-ribbon buttons, **Mail**, **Calendar**, **Contacts**, **Tasks**, **Journal**, **Folder** pane, and **Outlook**.
- 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, select **Filter**, then **Sort by**.
- Reading pane** Displays the entire message in the **Message list**.
- Active Item** Displays information about the content of the current message, including attachments, synchronization status, and the server connection.
 - You can customize this bar to display specific types of information.
- View** Displays toolbar Provides quick links for switching between the **Normal** view and the **Reading** view.
 - You can't control the window type from this toolbar.
- 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.



- 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:

- At 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:

- At the **Focused** or **Other** tabs, then click which tab you want.
- 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:

- On the **File** tab, click **Options**.
 - On the **Calendar** tab, under **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 check settings, and change.

Read Aloud

Turn Read Aloud on/off:

- On 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 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:

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

Accessibility Checker

Optional features with:

- Full 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**.
- You can address errors, warnings, and tips.

TIP: To be notified of accessibility issues as you type:

- Click the box by **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 effect**, select what sounds feedback with sound.
- 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 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:** To control how pages from here, you can 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 page tab in the vertical bar on the left end of the ribbon.

Backstage View Page Tabs & Buttons

- Info** page: Displays basic file configuration and managing accounts that you connect to from Outlook.
 - Commands are specific to the account selected in the **Account** list at the top of the page.

- File & Export** page: Displays commands for:
 - Opening an Outlook data file, creating a new Outlook profile, importing Outlook data files, new files, calendars, and RSS feeds.
 - Exporting items from Outlook to a data file.
 - Exporting RSS feeds from Outlook.
 - Save to Outlook: Transfers the selected Outlook items to a file.
 - Save attachments: Saves files attached to an item to a storage device.
- Print** page: Displays a preview of the content from an e-mail item when printed. Select a printer, specify the print settings, and modify the print range before printing the page.

- Other Account** page: Displays information about your account and the connection of Outlook with the account. For the background and details for Outlook and other Office products.
 - Commands to online storage and multimedia services.
 - Manage program options.
 - Access your account settings for your online Microsoft Account.
- Options** button: Opens the Outlook Options dialog box.
- Feedback** button: Links you to Microsoft's customer feedback program.
- Exit** button: Closes Outlook.

Microsoft Outlook Quick Guide

Chao Zhang



Microsoft Outlook Quick Guide:

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