



Microsoft

Outlook 365

2019



MAIN WINDOW

1. **Quick Access Toolbar** Displays two or more icons by default that you can:

- Add any command associated to this toolbar.

2. **Move the toolbar** below the Ribbon to provide additional space for the commands and put a ribbon on 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**, **Display**, **Options**, **Themes**, and the **Language**, **Windows**, **Appearance**, and **Color** buttons.

6. **Windows** Includes the:

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

7. **Home** tab: Contains the **Home** ribbon.

8. **Send** tab: Contains the **Send** ribbon.

9. **Share** tab: Contains the **Share** ribbon.

10. **Format** tab: Contains the **Format** ribbon.

11. **File Name** Provides easy access to the currently selected folder.

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

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

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

15. **Change view** Allows you to switch between **Normal**, **Web**, and **Mobile** views.

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

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

18. **View** tab: Displays the **View** ribbon.

19. **View** tab: Displays the **View** ribbon.

20. **Zoom** tab: Displays the **Zoom** ribbon.

21. **Zoom** tab: Displays the **Zoom** ribbon.

22. **Zoom** tab: Displays the **Zoom** ribbon.



23. **Change the magnification by 10% increments** Click the **Zoom Out** and **Zoom In** buttons.

24. **Change the magnification by 1% increments** Using the slider.

25. **Change the zoom view** 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:

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

2. In the **Focused and Other** section, click **Turn on Focused Inbox**.

3. Change how your messages are sorted:

4. In the **Focused and Other** section, click **Turn on Focused Inbox**.

5. In the **Focused and Other** section, click **Turn on Focused Inbox**.

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29. In the **Focused and Other** section, click **Turn on Focused Inbox**.

30. In the **Focused and Other** section, click **Turn on Focused Inbox**.

31. **Unified Application** Displays options, which is also the **File** tab.

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WORKING WITH BACKSTAGE ACCOUNTS

1. **Backstage view** Displays two pages. From here, you can manage your email account connections, access the Outlook program options.

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Microsoft Outlook Reference Guide

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Microsoft Outlook Reference Guide:

Microsoft Outlook 2019 Introductory Quick Reference Guide Laminated Cheat Sheet Training Guide

TeachUcomp,2018-11-30 Designed with the busy professional in mind this 4 page laminated quick reference guide provides step by step instructions in Introductory Outlook 2019 When you need an answer fast you will find it right at your fingertips Durable and easy to use quick reference cards are perfect for individuals businesses and as supplemental training materials With 68 topics covered this guide is perfect for someone new to Outlook or upgrading from a previous version Topics Include Contacts People Reading and Organizing E Mail Creating and Sending E Mail Tasks The Calendar Printing Touch Actions and Keyboard Shortcuts

Outlook for Microsoft 365 (New Outlook) Quick Reference Guide Laminated Cheat Sheet

TeachUcomp,2025-06-10 Designed with the busy professional in mind this 4 page quick reference guide provides step by step instructions in Outlook for Microsoft 365 New Outlook When you need an answer fast you will find it right at your fingertips with this Outlook for Microsoft 365 New Outlook Quick Reference Guide Clear and easy to use quick reference cards are perfect for individuals businesses and as supplemental training materials Includes touch gestures and keyboard shortcuts

Microsoft Outlook 2016 Introduction Quick Reference Training Tutorial Guide (Cheat Sheet of Instructions, Tips & Shortcuts) TeachUcomp Inc,2016-05-10 Designed with the busy professional in mind this 4 page quick reference guide provides step by step instructions in Outlook 2016 When you need an answer fast you will find it right at your fingertips with this Microsoft Outlook 2016 Quick Reference Guide Simple and easy to use quick reference cards are perfect for individuals businesses and as supplemental training materials Includes touch gestures and keyboard shortcuts

Outlook for Microsoft 365 Classic Edition Quick Reference Guide Laminated Cheat Sheet

TeachUcomp,2025-04-10 Designed with the busy professional in mind this 4 page quick reference guide provides step by step instructions in Outlook or Microsoft 365 Classic Edition When you need an answer fast you will find it right at your fingertips with this Outlook for Microsoft 365 Quick Reference Guide Clear and easy to use quick reference cards are perfect for individuals businesses and as supplemental training materials Includes touch gestures and keyboard shortcuts

[Microsoft Outlook 2021 & 365 Introductory Quick Reference Guide Laminated Cheat Sheet Training Guide](#) TeachUcomp,2022-02-21

Designed with the busy professional in mind this 4 page quick reference guide provides step by step instructions in Outlook 2021 and 365 When you need an answer fast you will find it right at your fingertips with this Microsoft Outlook 2021 and 365 Quick Reference Guide Clear and easy to use quick reference cards are perfect for individuals businesses and as supplemental training materials Includes touch gestures and keyboard shortcuts

[Microsoft Outlook 2016 Introductory Quick Reference Guide Laminated Cheat Sheet Training Guide](#) TeachUcomp Inc.,2016-05-10 Designed with the busy

professional in mind this 4 page laminated quick reference guide provides step by step instructions in Introductory Outlook 2016 When you need an answer fast you will find it right at your fingertips Durable and easy to use quick reference cards are

perfect for individuals businesses and as supplemental training materials With 68 topics covered this guide is perfect for someone new to Outlook or upgrading from a previous version Topics Include Contacts People Reading and Organizing E Mail Creating and Sending E Mail Tasks The Calendar Printing Touch Actions and Keyboard Shortcuts **Microsoft Outlook 2013 Introduction Quick Reference Training Tutorial Guide (Cheat Sheet of Instructions, Tips & Shortcuts)** TeachUcomp Inc,2015-05-23 Designed with the busy professional in mind this 4 page quick reference guide provides step by step instructions in Outlook 2013 When you need an answer fast you will find it right at your fingertips with this Microsoft Outlook 2013 Quick Reference Guide Simple and easy to use quick reference cards are perfect for individuals businesses and as supplemental training materials Includes touch gestures and keyboard shortcuts Microsoft Outlook Web App ,2010 **Microsoft Outlook 2002** Diana Rain,2002 *Microsoft Outlook 2013 Introductory Quick Reference Guide Laminated Cheat Sheet Training Guide* ,2015-05-22 EXCEL Intro QUICK REFERENCE GUIDEDesigned with the busy professional in mind this 4 page laminated quick reference guide provides step by step instructions in Introductory Excel 2013 When you need an answer fast you will find it right at your fingertips Durable and easy to use quick reference cards are perfect for individuals businesses and as supplemental training materials With 59 topics covered this guide is perfect for someone new to Excel or upgrading from a previous version Topics Include Interface Basics File Management Data Entry Formulas Copying and Pasting Formulas Adjusting Columns and Rows Formatting Worksheets Worksheet Tools Worksheet Layout Printing Touch Actions and Keyboard Shortcuts **Microsoft Outlook Web App (OWA) for Exchange 2013 Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminat** Beezix Software Services,2015-09-18 Laminated quick reference card showing step by step instructions and shortcuts for how to use Microsoft Outlook Web App for Exchange 2013 Written with Beezix s trademark focus on clarity accuracy and the user s perspective this guide will be a valuable resource to improve your proficiency in using Outlook Web App OWA for Exchange 2013 This guide is suitable as a training handout or simply an easy to use reference guide for any type of user The following topics are covered Mail Displaying the InboxCreating and Sending a MessageAttaching a File to a MessageShowing BCCSending a Message with High or Low ImportanceRequesting a Read or Delivery ReceiptsChecking SpellingShow Hide the Reading PaneGrouping Messages by ConversationIgnoring a ConversationReading MessagesOpening Saving AttachmentsReplying to a MessageForwarding a MessageSaving a DraftCreating a FolderMoving or Copying MessagesOpening Another User s MailboxCreating an E Mail SignatureOpening Another User s MailboxTurning on off Automatic Replies when Out of the Office Chat Starting a ChatChanging Your Chat StatusSigning Out of Instant Messaging People Displaying PeopleCreating and Editing ContactsFinding a ContactLinking Unlinking ContactsCreating a Distribution ListSending a Mail Message or Meeting Request to a Contact Tasks Displaying TasksChanging Tasks ViewedCreating a TaskMarking a Task or Flagged Item Complete Calendar Displaying the CalendarViewing the CalendarCreating Editing

AppointmentsScheduling MeetingsResponding to Meeting RequestsMaking an Appointment Repeat Common Procedures
Using FlagsSorting Tasks Contacts EmailDeleting an ItemUndeleting an ItemUsing CategoriesLogging Off Also includes a list
of keyboard shortcuts *SharePoint 2013 User's Guide* Anthony Smith,Tony Smith,2013-06-11 Provides an examination of
the next generation of Microsoft SharePoint technologies explaining how to use the technologies to extend the information
sharing and collaboration capabilities to develop enterprise information management sharing and collaboration solutions

SharePoint 2010 User's Guide Seth Bates,Anthony Smith,Roderick Smith,2010-07-30 Microsoft SharePoint Foundation
2010 and SharePoint Server 2010 provide a collection of tools and services you can use to improve user and team
productivity make information sharing more effective and facilitate business decision making processes In order to get the
most out of SharePoint 2010 you need to understand how to best use the capabilities to support your information
management collaboration and business process management needs This book is designed to provide you with the
information you need to effectively use these tools Whether you are using SharePoint as an intranet or business solution
platform you will learn how to use the resources such as lists libraries and sites and services such as publishing workflow and
policies that make up these environments Information and process owners will be given the knowledge they need to build
and manage solutions Information and process consumers will be given the knowledge they need to effectively use
SharePoint resources In this book Seth Bates and Tony Smith walk you through the components and capabilities that make
up a SharePoint 2010 environment Their expertise shines as they provide step by step instructions for using and managing
these elements as well as recommendations for how to best leverage them As a reader you ll then embrace two common
SharePoint uses document management and project information management and walk through creating samples of these
solutions understanding the challenges these solutions are designed to address and the benefits they can provide The authors
have brought together this information based on their extensive experience working with these tools and with business users
who effectively leverage these technologies within their organizations These experiences were incorporated into the writing
of this book to make it easy for you to gain the knowledge you need to make the most of theproduct *Microsoft Outlook
2010 Mail Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card)* Beezix, Inc
Staff,2010-06-15 Laminated quick reference card showing step by step instructions and shortcuts for how to use mail
features of Microsoft Office Outlook 2010 This guide is suitable as a training handout or simply an easy to use reference
guide for any type of user The following topics are included Displaying Mail Folders Navigation Pane To Do Bar Creating and
Sending a Message Attaching a File to a Message Showing BCC Sending a Message with High or Low Importance
Requesting a Read or Delivery Receipt Drafting a Message Delaying the Delivery of a Message Restricting Forwarding
Printing or Copying Reading Messages Using the People Pane Manual Send Receive Using the Outbox Using Desktop Alerts
Deleting Messages Emptying the Deleted Items Folder Saving an Attachment Removing an Attachment Replying Forwarding

Printing a Message Sorting Messages Grouping Messages by Conversation Ignoring a Conversation Cleaning up Redundant Messages Turning Grouping On Off Creating an E Mail Signature Manually Inserting Signatures Creating a Distribution List Using Task Flags Creating Folders Adding Removing Favorite Folders Moving or Copying Messages Using Quick Steps Finding Mail Messages Creating a Contact from a Message Using the Rules Wizard Using the Out of Office Assistant Handling Junk Mail Also includes a list of Keyboard and Selection Shortcuts This guide is one of several titles available for Outlook 2010 What s New in Outlook 2010 from 2003 Outlook 2010 Mail Outlook 2010 Calendar Contacts Tasks Outlook Web Access for Exchange 2010 **Microsoft Outlook 365 2019** Joan Lambert,Elizabeth Belasco,2019-11 Quick and easy answers to the essentials of Outlook handy enough to keep you working without Internet searches or long videos Joan Lambert is an accomplished author and Senior Content Specialist creating courseware and training products that include the Microsoft Office suite Also a LinkedIn Learning video author formerly Lynda com and a Microsoft author the ability to choose what is covered in this reference comes from a vast experience of training material creation This expertise is streamlined through clear and succinct answers provided to help accomplish tasks Also includes labeled screen grabs and icons in a color coded design Durable and portable this 6 page laminated guide can be stored and accessed quickly so you can find what you need fast Corporations ranging from Ford Motor Company to the FBI have purchased QuickStudy software guides for their employee s workspace to improve productivity and reduce support calls 6 page laminated guide includes Main Window New Features About Outlook 365 Working Backstage with Accounts Connecting Outlook to an Email Account Troubleshooting Email Connections While Traveling Working with Multiple Email Accounts Sending Email Messages Personalizing Email Messages Collecting Information through Email Emailing Office Files Emptying the Trash Automatically Replying to Processing Messages Creating Contact Records Displaying Contact Images Editing Business Cards Accessing Organizational Contact Information Personalizing Outlook Getting Help *Microsoft Outlook 97 with Exchange 5* Nevada Learning Series,1997-01-01 Office User Guide for MicroStrategy 9. 3 MicroStrategy Product Manuals,MicroStrategy,2012-09-30 Office User Guide for MicroStrategy 9.2.1m MicroStrategy Product Manuals Staff,MicroStrategy Product Manuals,2011-12-20 *Microsoft Outlook 2019 and Outlook for Office 365 Succinct Companion(tm)* Succinct Succinct Companion,2018-12-06 This Succinct Manual Has a Dimension of 8 5 x 11 inches and It Is Printed in Full Color When you need a quick guide on how to get started with Microsoft Outlook this is the guide to consult It is designed with the busy people in mind This guide will give you succinct and smart introduction to Microsoft Outlook 365 and Microsoft Outlook 2019 This guide is useful for both beginners and intermediates This manual could also be used as a training manual If you ever need to revise Outlook s basics this is the guide to consult In addition if you are a small business owner looking for how to get started with Microsoft Outlook to handle your emails this is the guide for you You could also use this succinct reference guide for revision if it has been long you used Outlook last and you wish to brush up your knowledge about this app N B If you have

read a larger guide textbook on Microsoft Outlook and you are looking for a summary to refresh your memory and save time this is the guide for you Also if you are reading a textbook on Microsoft Outlook and you are finding it difficult this is the guide to read to understand the basics so that you can better understand the textbook when you return to read it

Microsoft Outlook Web App for Exchange 2010 SP1 Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Beezix, Inc Staff, 2011-03-08 Laminated quick reference card showing step by step instructions and shortcuts for how to use Microsoft Outlook Web App for Exchange 2010 SP1 This guide is suitable as a training handout or simply an easy to use reference guide for any type of user The following topics are covered Mail Displaying the Inbox Creating and Sending a Message Attaching a File to a Message Showing BCC Sending a Message with High or Low Importance Requesting a Read or Delivery Receipt Checking Spelling Show Hide the Reading Pane Grouping Messages by Conversation Ignoring a Conversation Reading Messages Opening Saving Attachments Replying to a Message Forwarding a Message Saving a Draft Creating a Folder Moving or Copying Messages Opening Another User's Mailbox Creating an E Mail Signature Turning on off an AutoReply when Out of the Office Chat Starting a Chat Resuming a Chat Adding Removing Chat Contacts Changing Your Chat Status Signing Out of Instant Messaging Calendar Displaying the Calendar Viewing the Calendar Creating Editing Appointments Scheduling Meetings Responding to Meeting Requests Making an Appointment Recur Contacts Displaying Contacts Creating and Editing Contacts Finding a Contact Sending a Mail Message or Meeting Request to a Contact Tasks Displaying Tasks Creating a Task Marking a Task or Flagged Item Complete Changing Tasks Viewed Common Procedures Using Flags Sorting Tasks Contacts Email Deleting an Item Undeleting an Item Using Categories Searching for an Item Logging Off Also includes a list of keyboard shortcuts

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