



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 feature Provides easy access to commands, Outlook Help, and online help resources.

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

6. **Windows** Includes the:

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

7. **Home** tab: Contains commands to work with the active folder.

8. **Send** tab: Contains commands to work with the active folder.

9. **Share** tab: Contains commands to work with the active folder.

10. **Format** tab: Contains commands to work with the active folder.

11. **Format** tab: Contains commands to work with the active folder.

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

13. **Compare Navigation pane** Contains buttons to compare folders.

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

15. **Change view** button: Allows you to change the view of the message list.

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

17. **Active pane** Displays information about the content of the active message.

18. **View** pane: Displays the active message in the Message list.

19. **View** pane: Displays the active message in the Message list.

20. **View** pane: Displays the active message in the Message list.

21. **View** pane: Displays the active message in the Message list.

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23. **View** pane: Displays the active message in the Message list.

24. **View** pane: Displays the active message in the Message list.



- 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:

- 1. In the **File** tab, click **Options**.
- 2. In the **Focused and Other** tab, click **Turn on Focused Inbox**.

Change how your messages are sorted:

- 1. In the **Focused and Other** tab, click **Turn on Focused Inbox**.
- 2. In the **Focused and Other** tab, click **Turn on Focused Inbox**.
- 3. In the **Focused and Other** tab, click **Turn on Focused Inbox**.

Time Zones

Change your time zone:

- 1. In the **File** tab, click **Options**.
- 2. In the **Calendar** tab, click **Time zones**.
- 3. In the **Time zones** 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:

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

1. **Audio Application** displays options, which is also the **Read Aloud** button.

2. **Read Aloud** reads a message to you.

3. **Read Aloud** reads a message to you.

4. **Read Aloud** reads a message to you.

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Microsoft Outlook Quick Reference Guide

Michael Hoelscher



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The book delves into Microsoft Outlook Quick Reference Guide. Microsoft Outlook Quick Reference Guide is a crucial topic that must be grasped by everyone, ranging from students and scholars to the general public. The book will furnish comprehensive and in-depth insights into Microsoft Outlook Quick Reference Guide, encompassing both the fundamentals and more intricate discussions.

1. This book is structured into several chapters, namely:
 - Chapter 1: Introduction to Microsoft Outlook Quick Reference Guide
 - Chapter 2: Essential Elements of Microsoft Outlook Quick Reference Guide
 - Chapter 3: Microsoft Outlook Quick Reference Guide in Everyday Life
 - Chapter 4: Microsoft Outlook Quick Reference Guide in Specific Contexts
 - Chapter 5: Conclusion
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 4. In chapter 3, the author will examine the practical applications of Microsoft Outlook Quick Reference Guide in daily life. The third chapter will showcase real-world examples of how Microsoft Outlook Quick Reference Guide can be effectively utilized in everyday scenarios.
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 6. In chapter 5, the author will draw a conclusion about Microsoft Outlook Quick Reference Guide. The final chapter will summarize the key points that have been discussed throughout the book.
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