



Microsoft

Outlook 365

2019



MAIN WINDOW

- Quick Access Toolbar Displays** has a command to **Reset** that you can use to add any toolbar command to the toolbar.
- More** the toolbar below the ribbon to provide additional space for the commands and get a closer to the ribbon.
- File Name Identification** for active folder and account.
- Mail My resources feature** Provides easy access to commands, Outlook Help, and online help resources.
- Windows management buttons** Includes the **2019 Outlook Options** button and the **Advanced Outlook Options** and **Live** buttons.
- Windows Includes the:**
 - File** tab displays the **Backstage View**.
 - Info that lists configuration options such as **g.g. the Home tab**.
 - Contented list tabs that have some space for working with speed dials.
 - Navigation pane** Contains 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** is shown).
- Command Navigation bar** Contains buttons for **Mail**, **Calendar**, **Tasks**, **People**, **File**, and **Home**.
- Message list** Displays a list of messages with a preview of the first few lines of each message.
 - To change how your email is notified select **Filter**, then **Sort by**.
- Reading pane** Displays the entire message in the Message list.
- Status bar** Displays information about the content of the current message, including sender, recipient, synchronization status, and the server connection.
 - You can customize this bar to display specific types of information.
- View Navigation toolbar** Provides quick links for switching between the **Normal** view and the **Reading view**.
 - You can't control the toolbar when **Read 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 change from zoom pane 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 change from zoom pane 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:

 - Click 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:

 - Click the **Focused** or **Other** tab, then click which the messages.
 - To move only the selected message:
 - Click **Move to Other** or **Move to Focused**.
 - To move all focus messages from the window:
 - Click **Move to Other** or **Always Move to Focused**.
- Time Zones**

Change your time zone:

 - Click the **File** tab, click **Options**.
 - Click the **Calendar** tab, click **Show zones**, type a name on the current zone, or click the **Call** link.
 - Click the **Time zone list**, click the time zone you want.

Notes When you change the time zone in Outlook, windows check settings, such as:
- Read Aloud**

Turn Read Aloud on/off:

 - Click the **File** tab, click **Options**, then **File of Access**.
- Audio Application Startup options**, which is also the **Use the News about About**.
- Use 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 folders 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**
 - Updated Outlook Help:**
 - Focus support for international readers.
 - Accessibility to make your document more accessible.
 - Use the Accessibility Checker:**
 - Click the **Review** tab, which is visible when editing or copying in messages.
 - Click **Check Accessibility**.
 - You can address errors, warnings, and tips.

PDF: To be prepared of accessibility errors in web files:
- Click the **File** tab, click **Accessibility checker** (new feature).
- Sound Effects**

Add sounds:

 - In **Backstage view**, click **Options**.
 - In the **Advanced Options** dialog box, click the **Sound of Alerts** tab.
 - Under **Sound Effect** column, what sounds feedback will sound.
 - Click either a **Modern** or **Classic** sound volume.

PDF: 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 gallery.

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 **resize**, **rotate**, and **move** the image in about being applied.

WORKING WITH BACKSTAGE ACCOUNTS

- Backstage view:** It is called two pages. From here, you can manage your email account connections. Access the Outlook's 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 ribbon bar on the left side 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 list at the top of the page.

 - Sign & Export page:** This page connects you for:
 - Signing on Outlook, OneDrive, or Office 365 using your Outlook data files, text files, calendar, and RSS feeds.
 - Exporting items from Outlook to a data file.
 - Exporting RSS feeds from Outlook.
 - Save to Outlook: From the content libraries from one file.
 - Save attachments: Buttons: Items files attached to an item for sharing items.
 - Print page:** Displays a preview of the content that you will print when printed. Select a printer, specify the print settings, and modify the print options by clicking on the icons.
- Other Account page:** Displays information about your account and the status of a linked account's working in the background and shows the Outlook and OneDrive status.
 - Connect to online storage and productivity services.
 - Manage physical updates.
 - Access your account settings (if you're using a Microsoft Account).
- Options button:** Opens the Outlook Options dialog box.
- Feedback button:** Links you to Microsoft's customer feedback program.
- Exit button:** Closes Outlook.

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Meetings Responding to Meeting Requests Making an Appointment Repeat Common Procedures Using Flags Sorting Tasks
Contacts Email Deleting an Item Undeleting an Item Using Categories Logging Off Also includes a list of keyboard shortcuts

Outlook 2007 on Your Side User Manual E. N. I. Editions, ENI Publishing, France, 2008-02-04 This practical guide presents all the features of the Microsoft Outlook 2007 e mail application After becoming familiar with the application s working environment you will then learn how to send and receive all types of messages and personalise your mail box message format signatures junk e mail filters etc The third section teaches you how to use the Calendar for managing your appointments meetings and events You will then learn about all the other folders in Outlook contacts tasks notes and the journal The last section teaches you how to use the all the features you will need for managing the different items that can be created with Outlook

Microsoft Outlook 2002 Diana Rain, 2002 **Microsoft Outlook 2016 Mail, Calendar, People, Tasks, Notes Quick Reference - Windows Version (Cheat Sheet of Instructions, Tips** Beezix Software Solution, 2015-11-18 Four page laminated quick reference guide showing step by step instructions and shortcuts for how to use mail calendar people tasks and notes features of Microsoft Office Outlook 2016 Windows Version 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 2016 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 Mail Folders Hiding Displaying the Folder Pane 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 Quick Filters All and Unread Reading Messages Manual Send Receive Using the Outbox Using Desktop Alerts Deleting Messages Saving an Attachment Removing an Attachment Replying Forwarding Printing a Message Sorting Messages Changing the Width of the List Grouping Messages by Conversation Ignoring a Conversation Cleaning up Redundant Messages Marking a Message as Clutter Turning Grouping On Off Finding Mail Messages Using Task Flags Creating a Folder Favorite Folders Moving or Copying Messages Using Quick Steps Creating a Contact from a Message Creating a Distribution List Creating an E Mail Signature Manually Inserting Signatures Using the Rules Wizard Using the Out of Office Assistant Handling Junk Mail Calendar Displaying the Calendar Setting up Your Work Week Viewing the Calendar Creating Appointments Creating Scheduling and Editing Meetings Repeating Appointments or Meetings Responding to Meeting Requests Changing Time or Date of Meeting Appointment Viewing Multiple Calendars Creating a Calendar Group Printing the Calendar Using a Calendar Group Using the Weather Panel People Displaying People Creating Linking Contacts Deleting a Contact E Mailing a Contact Searching for People Merging with Contacts Tasks and To Do Items Displaying To Do and Task List Folders Creating Tasks Putting Items in the To Do List Editing a Task Marking Complete Changing Task Order Assigning Tasks Viewing To Do Items in the Calendar Hiding Displaying Tasks in the To Do Bar

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 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 97 with Exchange 5** Nevada Learning Series, 1997-01-01 *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

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of this Google Workspace book you'll be able to successfully deploy Google Workspace, configure users, and migrate data, thereby helping with cloud adoption. What you will learn: Manage and configure users in your organization's Workspace account; Protect email messages from phishing attacks; Explore how to restrict or allow certain Marketplace apps for your users; Manage all endpoints connecting to Google Workspace; Understand the differences between Marketplace apps and add-ons that access Drive data; Manage devices to keep your organization's data secure; Migrate to Google Workspace from existing enterprise collaboration tools. Who this book is for: This book is for admins as well as home users, business users, and power users looking to improve their efficiency while using Google Workspace. Basic knowledge of using Google Workspace services is assumed.

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