



Microsoft

Outlook 365

2019



MAIN WINDOW

1. **Quick Access Toolbar** Displays two or more icons by default that 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 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. **Navigation management buttons** Includes the **Outlook Display Options** button and the **Advanced Outlook Options** and **Customize** buttons.

6. **Navigation bar** Includes the:

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

b. **Home** tab, **Send/Receive** tab, **Account** tab, **File** tab, **Home** tab.

c. **Contextual** tab that has some specific for working with specific objects.

7. **Navigation pane** Contains the **Navigation bar**, **Folder pane**, and **Current Navigation bar**.

8. **Navigation bar** Provides easy access to frequently used ribbon buttons.

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

10. **Current Navigation bar** Contains buttons, in-ribbon buttons, **Mail**, **Calendar**, **Contacts**, **Tasks**, **Journal**, **Folder list**, and **Outlook**.

11. **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 **View**, then **Mail**.

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

13. **Active bar** Displays information about the content of the current message, including: sender, recipient, subject, status, and the current connection.

a. You can customize this bar to display specific types of information.

14. **View Navigation bar** Provides quick links for switching between the **Normal** view and the **Reading** view.

a. You can't control the window type from this toolbar.

15. **Zoom toolbar** Controls the magnification of the Reading pane.



a. To change the magnification by 10% increments Click the **Zoom Out** and **Zoom In** buttons.
b. To change the magnification by 1% increments Using 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:

a. In the **File** tab, click **More Focused Inbox**.

b. The **Focused** and **Other** tabs will appear at the top of the **Message list**.

Change how your messages are sorted:

a. In the **Focused** tab, click **More Focused Inbox**.

b. To move only the selected messages:

→ Click **Move to Other** or **Move to Focused**.

c. To move all focus messages from the window:

→ Click **Move to Other** or **Move to Focused**.

d. In the **Other** tab, click **More to Other** or **More to Focused**.

e. In the **Other** tab, click **More to Other** or **More to Focused**.

f. In the **Other** tab, click **More to Other** or **More to Focused**.

Time Zones

Change your time zone:

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

b. In the **Calendar** tab, click **Time zones**, type a time zone, and click **OK**.

c. 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:

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

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

c. In the **File** tab, click **More to Other** or **More to Focused**.

d. In the **Other** tab, click **More to Other** or **More to Focused**.

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:

a. In the **File** tab, click **Options**, then **Mail**.

b. In the **Other** section, check the box for **Mark messages as read when deleted**.

Accessibility Checker

Support for international standards:

a. In the **File** tab, click **Options**, then **Mail**.

b. In the **Other** section, check the box for **Mark messages as read when deleted**.

c. In the **Other** section, check the box for **Mark messages as read when deleted**.

d. In the **Other** section, check the box for **Mark messages as read when deleted**.

e. In the **Other** section, check the box for **Mark messages as read when deleted**.

f. In the **Other** section, check the box for **Mark messages as read when deleted**.

g. In the **Other** section, check the box for **Mark messages as read when deleted**.

h. In the **Other** section, check the box for **Mark messages as read when deleted**.

i. In the **Other** section, check the box for **Mark messages as read when deleted**.

j. In the **Other** section, check the box for **Mark messages as read when deleted**.

k. In the **Other** section, check the box for **Mark messages as read when deleted**.

WORKING WITH BACKSTAGE ACCOUNTS

• **Backstage view** (1) and (2) pages. From here, you can manage your email account connections.

• **Navigation bar** (3) and (4) pages. From here, you can manage your email account connections.

• **Navigation bar** (5) and (6) pages. From here, you can manage your email account connections.

• **Navigation bar** (7) and (8) pages. From here, you can manage your email account connections.

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Katrin Zwirglmaier



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