QuickStudy COMPUTER

# Microsoft Outlook 365 2019

## MAIN WINDOW

1. **Quick Access Toolbar** Displays buttons to commands by default, but you can:
   a. Add any other command to this toolbar
   b. Move the toolbar below the Ribbon to provide additional space for commands and get it closer to the content.
2. **Title bar** Identifies the active folder and mailbox.
3. **Tell Me search feature** Provides easy access to commands, Outlook Help, and online help resources.
4. **Window management buttons** Includes the *Ribbon Display Options* button and the *Minimize*, *Restore*, *Maximize*, and *Close* buttons.
5. **Ribbon** Includes the:
   a. *File* tab displays the Backstage view.
   b. Tabs that host *Contextual* commands (e.g. the *Home* tab).
   c. Command tabs that host commands for working with specific objects.
6. **Navigation pane** Contains the *Favorites* list, *Folder* pane, and *Compact Navigation* bar.
7. **Favorites list** Provides easy access to frequently used folders.
8. **Folder pane** Area within the Navigation pane that displays the folders in a view (e.g. the *Inbox* folder in *Mail*).
9. **Compact Navigation** bar Contains buttons to switch between *Mail*, *Calendar*, *Contacts*, *Tasks*, *Notes*, *Folder Pane*, and *Shortcuts*.
10. **Message list** Displays a list of emails with a preview of the first few lines of each message.
    a. To change how your email is sorted: Select *View*, then *Sort By*.
11. **Reading pane** Displays the entire message in the Message list.
12. **Status bar** Displays information about the content of the current mailbox (e.g. number of items, unread items, and the server connection).
    a. You can customize the bar to display specific types of information.
13. **View Shortcuts toolbar** Provides quick links for switching between the *Normal* view and for *Reading* view.
    a. You can't protect the mailbox items from this toolbar.
14. **Zoom toolbar** Controls the magnification of the *Reading* pane.

a. To change the magnification by 10% increments: Click the *Zoom In* and *Zoom Out* buttons.
b. To change the magnification by 1% increments: Drag the slider.
c. To choose from more zoom options: Click the *Zoom* button, which opens a dialog box.

## NEW FEATURES

### Focused Inbox

Note: This feature is not available in Outlook 2019.

**Turn Focused Inbox on:**
- In the *View* tab, click *Show Focused Inbox*.
- The *Focused* and *Other* tabs will appear at the top of the Message list.

**Change how your messages are sorted:**
- In the *Focused* or *Other* tab, right-click the message.
- To move only the selected message:
  - 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 *Label* box.
- In the *Time zone* list, click the time zone you want.

Note: When you change the time zone in Outlook, Windows clock settings also change.

### Read Aloud

**Turn Read Aloud on/off:**
- On the *File* tab, click *Options*, then *Ease of Access*.
- Under *Application display options*, select or clear the box by *Show in Read Aloud*.

**Let Outlook read a message to you:**
- Select the message you want read aloud.
- On the *Home* tab, click *Read Aloud*.

### Mark Emails as Read

Note: This topic is only available for certain Outlook 365 Profile and Business accounts.

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

### Accessibility Checker

- Optimized Inbox tools:
  - Better support for international symbols.
  - Recommendations to make your document more accessible.

**Run the Accessibility Checker:**
- Click the *Review* tab, which is visible when writing or replying to messages.
- Click *Check Accessibility*.
- View and address errors, warnings, and tips.

*TIP:* Go to support.office.com and search for *Make your Outlook email messages accessible* to learn more.

### Icons & SVG Files

**Insert an icon in a message:**
- Go to the *Insert* tab, click the *Pictures* button.
- Select from 10 different categories.

**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, color, and resize the image without losing quality.

### Sound Effects

**Add sounds:**
- In Backstage view, click *Options*.
- In the *General* Options dialog box, click the *Ease of Access* tab.
- Under *Outlook Options*, select *Provide 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 the meaning has changed.

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## WORKING WITH BACKSTAGE ACCOUNTS

- **Backstage** view: Divided into pages that have you can manage your email account information. Access the Outlook program options.

**Display the Backstage view:**
- On 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 side of the window.

### Backstage View Page Tabs & Buttons

- **Info** page: Displays tools for configuring and managing accounts that you connect to your Outlook. Commands are specific to the account selected in the list at the top of the page.
- **Open & Export** page: Displays commands for:
  - Opening an Outlook data file, another account's Outlook data files, and Internet calendars.
  - Importing data from Outlook or a data file.
  - Exporting data from Outlook to a data file.
  - Exporting XML files from Outlook.
- **Save As** button: Saves the current message to a file.
- **Save Attachments** button: Saves files attached to an open message.
- **Print** page: Displays a preview of the current item as it will look when printed.
  - Select a printer, specify the print settings, and modify the print layout before printing an item.
- **Office Account** page: Displays information about your user account and allows you to change the color scheme for the background and theme for Outlook and other Office products.
  - Connect to online storage and social media services.
  - Manage program updates.
  - Access your account settings or switch to a different account.
- **Options** button: Opens the *Outlook Options* dialog box.
- **Feedback** button: Lets you or Microsoft's customer feedback program.
- **Exit** button: Closes Outlook.

# Microsoft Outlook Quick Reference Guide

Albert A Gayle

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