



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 Home** Displays the ribbon for the active folder and account.
4. **Mail** Displays the ribbon for the active mailbox, including the ribbon for the active mailbox, including the ribbon for the active mailbox, including the ribbon for the active mailbox.
5. **Navigation pane** Displays the ribbon for the active mailbox, including the ribbon for the active mailbox, including the ribbon for the active mailbox.
6. **Folder pane** Displays the ribbon for the active mailbox, including the ribbon for the active mailbox, including the ribbon for the active mailbox.
7. **Message list** Displays a list of messages with a preview of the first few lines of each message.
8. **Reading pane** Displays the ribbon for the active mailbox, including the ribbon for the active mailbox, including the ribbon for the active mailbox.
9. **Right-click** Displays the ribbon for the active mailbox, including the ribbon for the active mailbox, including the ribbon for the active mailbox.
10. **Zoom** Displays the ribbon for the active mailbox, including the ribbon for the active mailbox, including the ribbon for the active mailbox.
11. **View** Displays the ribbon for the active mailbox, including the ribbon for the active mailbox, including the ribbon for the active mailbox.
12. **Tools** Displays the ribbon for the active mailbox, including the ribbon for the active mailbox, including the ribbon for the active mailbox.
13. **Help** Displays the ribbon for the active mailbox, including the ribbon for the active mailbox, including the ribbon for the active mailbox.
14. **Settings** Displays the ribbon for the active mailbox, including the ribbon for the active mailbox, including the ribbon for the active mailbox.



- a. To change the magnification by 10% increments, click the **Zoom Out** and **Zoom In** 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

Notes: This feature is not available in Outlook 2019.

## Turn Focused Inbox on:

- In the **File** tab, click **Options**.
- In the **Advanced** tab, click **Turn on Focused Inbox**.

## Change how your messages are sorted:

- In the **Advanced** tab, click **Turn on Focused Inbox**.
- To move only the selected messages:
  - Click **Move to Other** or **Move to Focused**.
- To move all items from the **Other** tab to the **Focused** tab:
  - Click **Move to Other** or **Move to Focused**.

## Time Zones

## Change your time zone:

- In the **File** tab, click **Options**.
  - In the **Advanced** tab, click **Turn on Focused Inbox**.
  - In the **Time** section, click the **Time** button.
- Notes: When you change the time zone in Outlook, Windows clock settings change.

## Read Aloud

## Turn Read Aloud on/off:

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

- Click **Application** options, which is the **Read Aloud** button.

## Let Outlook read a message to you:

- Select the message you want read aloud.

## 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.
- On the **File** tab, click **Options**, then **Read**.
- In the **Advanced** section, click the **Turn on Read Aloud** button.

## Accessibility Checker

- Click **Accessibility** in the **File** tab.
- Click **Accessibility** in the **File** tab.
- Click **Accessibility** in the **File** tab.

## Use the Accessibility Checker:

- Click the **Accessibility** button, which is visible when editing or copying to messages.
- Click **Check Accessibility**.
- View and address errors, warnings, and tips.

PDF: To be prepared of accessibility issues in PDF files.

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

## Sound Effects

## Add sounds:

- In the **Advanced** section, click **Options**.
- In the **Advanced** section, click **Options**.
- In the **Advanced** section, click **Options**.
- In the **Advanced** section, click **Options**.
- In the **Advanced** section, click **Options**.

## Icons &amp; SVG Files

## Insert an icon in a message:

- In the **File** tab, click **Options**.
- In the **Advanced** section, click **Options**.
- In the **Advanced** section, click **Options**.
- In the **Advanced** section, click **Options**.
- In the **Advanced** section, click **Options**.

## WORKING WITH BACKSTAGE ACCOUNTS

- **Backstage view:** To view the Backstage view, click the **File** tab.
- **Backstage view:** To view the Backstage view, click the **File** tab.

## Display the Backstage view:

- In the **File** tab, click **Options**.
- In the **Advanced** section, click **Options**.

## Backstage View Page Tabs &amp; Buttons

- **File** page: Displays the ribbon for the active mailbox, including the ribbon for the active mailbox, including the ribbon for the active mailbox.
- **Home** page: Displays the ribbon for the active mailbox, including the ribbon for the active mailbox, including the ribbon for the active mailbox.

- **File** & **Home** pages: Displays the ribbon for the active mailbox, including the ribbon for the active mailbox, including the ribbon for the active mailbox.
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# Microsoft Outlook Quick Guide

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web 8 center fielder 9 right fielder some baseball games will also count a 10th position which is known as the designated hitter this player only has offensive duties which will be covered later in this article also the positions listed above are the exact same numbers scorekeepers use to score baseball games

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web the batting order or batting lineup in baseball is an when nine members of the offense take their turns in batting against the pitcher in an order the batting order is decided by the manager before the game begins although sometimes during games a player substitutes with another player which makes the take the original player s spoy if a

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web baseball teams have nine batters except in some youth leagues where more hitters can line up the team s batting order is set at the beginning of the game and stays the same throughout the game the first batter the hitter at the top of the order often called the lead off hitter bats first and then comes up again after the