



Microsoft

Outlook 365

2019



MAIN WINDOW

1. **Quick Access Toolbar** Displays two or more commands by default, but 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 closer to 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. **Windows management buttons** Includes the **Desktop**, **Display**, **Options**, **Themes**, and the **Language**, **Windows**, **Appearance**, and **Color** buttons.

6. **Windows toolbar** Includes the:

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

b. **Home** tab lists **Composition** or **Research** (e.g., the **Home** tab).

c. **Contextual** list lists the best commands for working with opened objects.

7. **Navigation pane** Controls the **Folders**, **Mail**, **Calendar**, and **Contacts** Navigation bar.

8. **Navigation bar** Provides easy access to frequently used **Mail** folders.

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

10. **Compare Navigation bar** Contains buttons to switch between **Mail**, **Calendar**, **Contacts**, **Tasks**, **Journal**, **Folder** pane, 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 **Filter**, then **Mail** in the **Message list**.

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

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

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

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

a. You can't control the **Reading** view 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 **Home** 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** and select **Sorted by**.

b. To move only the selected messages:

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

c. To move all future messages from the sender:

→ Click **Always Move to Other** or **Always Move 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 zone in the current time zone in the **Time zone** box.

c. In the **Time zone** box, 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:

a. In the **File** tab, click **Options**, then **Ease of Access**.

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

Use Outlook to read a message to you:

→ Select the message you want read aloud.

→ In the **Message** tab, click **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:

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

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

Accessibility Checker

Updated feature with:

→ Better support for international standards.

→ Recommendations to make your document more accessible.

Use the Accessibility Checker:

→ Click the **Review** tab, which is visible when editing or replying to messages.

→ Click **Check Accessibility**.

→ You can address errors, warnings, and tips.

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

Check the text by **Long accessibility checker** running inside of work.

Sound Effects

Add sounds:

a. In the **Backstage** view, click **Options**.

b. In the **Advanced** options dialog box, click the **Sound** of **Events** tab.

c. Under **Sound** options, select **Sound** feedback with sound.

d. Select either a **Modern** or **Classic** sound scheme.

PDF: Improve productivity by adding sound effects to confirm that an action has been completed or that something has changed.

Icons & SVG Files

Insert an icon in a message:

a. In the **Insert** tab, click the **Icons** button.

b. Select a suitable vector graphic (SVG) file in a message.

c. Drag and drop the file from the **Insert** pane into your message.

d. Options are available to rotate, scale, and move the image without losing quality.

WORKING WITH BACKSTAGE ACCOUNTS

→ **Backstage view** is used to manage how you manage your email account connections.

→ Access the Outlook program options.

→ **Display the Backstage view:**

a. In the left pane of the ribbon, click the **File** tab.

b. To display a page: Click the page tab in the right pane or the left pane of the ribbon.

→ **Backstage View Page Tabs & Buttons**

a. **File** page: Displays how the configuration and managing accounts that you connect to your Outlook.

b. **Options** page: Displays how the configuration and managing accounts that you connect to your Outlook.

→ **Home & Export** page: Displays how you can work with your Outlook data file, including to back up your Outlook data file, how to move, delete, and export data.

→ **Calendar** page: Displays how you can work with your Outlook calendar, including to back up your Outlook calendar, how to move, delete, and export data.

→ **Contacts** page: Displays how you can work with your Outlook contacts, including to back up your Outlook contacts, how to move, delete, and export data.

→ **Tasks** page: Displays how you can work with your Outlook tasks, including to back up your Outlook tasks, how to move, delete, and export data.

→ **Journal** page: Displays how you can work with your Outlook journal, including to back up your Outlook journal, how to move, delete, and export data.

→ **Outlook** page: Displays how you can work with your Outlook, including to back up your Outlook, how to move, delete, and export data.

→ **Account** page: Displays how you can work with your Outlook account, including to back up your Outlook account, how to move, delete, and export data.

→ **Options** page: Displays how you can work with your Outlook options, including to back up your Outlook options, how to move, delete, and export data.

→ **Advanced** page: Displays how you can work with your Outlook advanced options, including to back up your Outlook advanced options, how to move, delete, and export data.

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