



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 closer to the ribbon.
3. **Mail My resources location** Provides easy access to commands, Outlook Help, and online help resources.
4. **Windows management buttons** Includes the **Desktop Display**, **Options**, **Themes**, and the **Language**, **Windows**, **Appearance**, and **Color** buttons.
5. **Windows toolbar** has:
 - a. **File** tab displays the **Backstage** view.
 - b. **Home** tab has: **Composition** (a command to e.g., the Home tab).
 - c. **Contextual** tab has that has some specific for working with specific objects.
6. **Navigation pane** Controls the **Folders**, **Mail**, **Folder** pane, and **Compose Navigation** bar.
7. **Navigation Bar** Provides easy access to frequently used **Mail** folders.
8. **Folder pane** Area within the **Navigation** pane that displays the folders as a tree (e.g., the **Folder** pane is shown).
9. **Compose Navigation bar** Contains buttons, or controls, between **Mail**, **Calendar**, **Contacts**, **Tasks**, **Journal**, **Folder** pane, and **Outlook**.
10. **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 sorted, select **Filter**, then **Sort by**.
11. **Reading pane** Displays the entire message in the **Message list**.
12. **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.
13. **View Navigation toolbar** Provides quick links for switching between the **Normal** view and the **Reading** view.
 - a. You can't control the window type from this toolbar.
14. **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, drag the slider.
 - c. To choose from more zoom options, click the **Zoom** button, which opens a dialog box.



- 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, then **More 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** and **Other** tabs, then **Sort by**, then **Sort by**.
- To move only the selected messages:
 - Click **Move to Other** or **Move to Focused**.
- To move all items from the **Focused** or **Other** tabs:
 - Click **Move to Other** or **Move to Focused**.

Time Zones

Change your time zone:

- On the **File** tab, click **Options**.
 - On the **Calendar** tab, click **Time zones**, type a name for the current time zone in the **Time zone** box.
 - 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:

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

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

Let Outlook read a message to you:

- Select the message you want read aloud.

On 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.
- On the **File** tab, click **Options**, then **Mail**.
- In the **Mail** section, check the box for **Mark messages as read when deleted**.

Accessibility Checker

Optional features 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**.
- View and address errors, warnings, and tips.

TIP: To be notified of accessibility issues in real time,

- Check the box for **Keep accessibility checker running while I work**.

Sound Effects

Add sounds:

- In the **Backstage** view, click **Options**.
- In the **Advanced Options** dialog box, click the **Sound of** button.
- Under **Sound of**, click **Sound of**, which opens a dialog box.
- 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 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 **Icons** pane.
- 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, scale, and move the image without losing quality.

WORKING WITH BACKSTAGE ACCOUNTS

- **Backstage view** is used to manage how you work. Manage your email account connections, access the Outlook 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 vertical bar on the left end of the Ribbon.

Backstage View Page Tabs & Buttons

- **File** page: Displays tools for configuring and managing accounts that you connect to your Outlook.
 - Commands are specific to the account selected in the **Left** pane at the top of the page.

- **Home & Export** page: Displays commands for:
 - Opening an Outlook data file, creating a new Outlook profile, or creating a new Outlook profile.
 - Importing data from Outlook to a data file.
 - Exporting data from Outlook.
 - Access to Outlook's **Import & Export** wizard.
 - Access to Outlook's **Import & Export** wizard.
- **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 range (pages you want to print).

- **Other Accounts** page: Displays information about your account and the status of your account's connection to the background and Office 365 Outlook and other Office products.
 - Commands to manage accounts and work with accounts.
 - Manage account options.
 - 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.

Microsoft Outlook Reference Guide

R Sanford



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Windows 8.1 Update Quick Reference Guide Marshall Koontz,2014-12-07 Windows 8 is the most complex form of Windows software to date Many people have such a hard time working with Windows 8 that they have rolled back their software to Windows 7 which was a much easier platform By using the Windows 8 1 Update Quick Reference Guide it can easily help you to find the answers to questions you have about Windows 8 Getting quick answers will help you to be able to learn how to use Windows 8 without too much reading Microsoft Outlook Web App ,2010 **Office User Guide for MicroStrategy 9. 3** MicroStrategy Product Manuals, MicroStrategy,2012-09-30 *Using Microsoft Outlook 2000* Gordon Padwick,Helen Bell Feddema,1999 Special Edition Using Microsoft Outlook 2000 provides all the information a user administrator or programmer needs to maximize their use of Microsoft Outlook 2000 While the book quickly covers the basics of Outlook it focuses with much greater intensity on advanced information contact calendar and e mail management techniques for both the Internet E mail Only version of Outlook as well as the Corporate Workgroup variation The book covers in great detail the use of Outlook on a LAN as a client for Microsoft Exchange Server Microsoft Mail and cc Mail and it offers expert advice on a multitude of ways to customize Outlook for maximum personal productivity Special Edition Using Microsoft Outlook 2000 also includes an entire section on developing Outlook based applications with custom fields custom forms VBScript and other Office applications *Microsoft Outlook 2019 and Outlook for Office 365 Succinct Companion(tm)* Succinct Succinct Companion,2018-12-06 This Succinct Manual Has a Dimension of 8 5 x 11 inches and It Is Printed in Full Color When you need a quick guide on how to get started with Microsoft Outlook this is the guide to consult It is designed with the busy people in mind This guide will give you succinct and smart introduction to Microsoft Outlook 365 and Microsoft Outlook 2019 This guide is useful for both beginners and intermediates This manual could also be used as a training manual If you ever need to revise Outlook s basics this is the guide to consult In addition if you are a small business owner looking for how to get started with Microsoft Outlook to handle your emails this is the guide for you You could also use this succinct reference guide for revision if it has been long you used Outlook last and you wish to brush up your knowledge about this app N B If you have read a larger guide textbook on Microsoft Outlook and you are looking for a summary to refresh your memory and save time this is the guide for you Also if you are reading a textbook on Microsoft Outlook and you are finding it difficult this is the guide to read to understand the basics so that you can better understand the textbook when you return to read it **Microsoft Office Automation with Visual FoxPro** Tamar E. Granor,Della Martin,2000 Visual FoxPro developers are used to building large complex applications using only VFP as their programming environment But Windows users are demanding more integration with other applications such as the Microsoft Office suite Word Excel PowerPoint and Outlook Visual FoxPro can be used to automate either visually or behind the scenes any task or process that you could do manually in Office plus much more In Microsoft Office Automation with Visual FoxPro you ll learn how to create powerful

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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

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Viewing To Do Items in the Calendar Hiding Displaying Tasks in the To Do Bar Printing Tasks For Any Outlook Item Deleting Items Assigning an Item to a Category Sorting by Category Sorting Items Creating a New Calendar Contact Task Folder Sharing Calendar Contacts Tasks or Notes using an Exchange Server Using Another Person s Calendar Contacts Tasks or Notes Folder Responding to a Sharing Request Using the Reading Pane

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Table of Contents Microsoft Outlook Reference Guide

1. Understanding the eBook Microsoft Outlook Reference Guide
 - The Rise of Digital Reading Microsoft Outlook Reference Guide
 - Advantages of eBooks Over Traditional Books
2. Identifying Microsoft Outlook Reference Guide
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Microsoft Outlook Reference Guide
 - User-Friendly Interface
4. Exploring eBook Recommendations from Microsoft Outlook Reference Guide
 - Personalized Recommendations
 - Microsoft Outlook Reference Guide User Reviews and Ratings
 - Microsoft Outlook Reference Guide and Bestseller Lists
5. Accessing Microsoft Outlook Reference Guide Free and Paid eBooks

- Microsoft Outlook Reference Guide Public Domain eBooks
- Microsoft Outlook Reference Guide eBook Subscription Services
- Microsoft Outlook Reference Guide Budget-Friendly Options
- 6. Navigating Microsoft Outlook Reference Guide eBook Formats
 - ePub, PDF, MOBI, and More
 - Microsoft Outlook Reference Guide Compatibility with Devices
 - Microsoft Outlook Reference Guide Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Microsoft Outlook Reference Guide
 - Highlighting and Note-Taking Microsoft Outlook Reference Guide
 - Interactive Elements Microsoft Outlook Reference Guide
- 8. Staying Engaged with Microsoft Outlook Reference Guide
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Microsoft Outlook Reference Guide
- 9. Balancing eBooks and Physical Books Microsoft Outlook Reference Guide
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Microsoft Outlook Reference Guide
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Microsoft Outlook Reference Guide
 - Setting Reading Goals Microsoft Outlook Reference Guide
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Microsoft Outlook Reference Guide
 - Fact-Checking eBook Content of Microsoft Outlook Reference Guide
 - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development

- Exploring Educational eBooks

14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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