



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 **Navigation** list, **Folder** pane, and **Current Navigation** list.

8. **Navigation list** Provides easy access to frequently used mail folders.

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

10. **Current Navigation list** Contains buttons, or controls, 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 **Sort** by.

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

13. **Active list** Displays information about the content of the current message, including: **subject**, **sender**, **recipient**, **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 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. Click **Move to Other** or **Move to Focused**.

Time Zones

Change your time zone:

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

b. On the **Calendar** tab, click **Time zones**, type a zone in the **Current time zone** list.

c. In the **Time zone list**, click the time zone you want.

Notes When you change the time zone in Outlook, windows check settings change.

Read Aloud

Turn Read Aloud on/off:

a. On 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:

a. Select the message you want read aloud.

b. On the **Home** tab, click **Read Aloud**.

Mark Emails as Read

Notes This feature is only available for certain Outlook 2019 profiles and Windows versions.

Automatically mark messages as read when deleted:

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

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

Accessibility Checker

→ Under **Accessibility**, click **Check for accessibility**.

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→ Under **Accessibility**, click **Check for accessibility**.

Check the text by **Long accessibility checker** settings under **Tools**.

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**, click **Options**, what sounds feedback with sound.

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

e. To 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. On the **Insert** tab, click the **Icons** button.

b. Under **Icons**, click **Icons**.

c. Insert a suitable vector graphic (SVG) file in a message.

d. Drag and drop the file from **File Explorer** into your message.

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

WORKING WITH BACKSTAGE ACCOUNTS

→ **Backstage view** is used to manage your data. From here, you can manage your email account connections.

Access the Outlook program options.

Display the Backstage view:

a. At the left end of the Ribbon, click the **File** tab.

b. To display a page: Click the page tab in the vertical bar on the left side of the Ribbon.

Backstage View Page Tabs & Buttons

→ **File** page: Displays basic file configuration and managing accounts that you connect to from Outlook.

→ **Options** page: Displays basic file configuration and managing accounts that you connect to from Outlook.

→ **Accounts** page: Displays basic file configuration and managing accounts that you connect to from Outlook.

→ **Advanced** page: Displays basic file configuration and managing accounts that you connect to from Outlook.

→ **Tools** page: Displays basic file configuration and managing accounts that you connect to from Outlook.

→ **Help** page: Displays basic file configuration and managing accounts that you connect to from Outlook.

→ **File & Export** page: Displays basic file configuration and managing accounts that you connect to from Outlook.

→ **Options** page: Displays basic file configuration and managing accounts that you connect to from Outlook.

→ **Accounts** page: Displays basic file configuration and managing accounts that you connect to from Outlook.

→ **Advanced** page: Displays basic file configuration and managing accounts that you connect to from Outlook.

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Outlook 20quick Reference Guide

RD Boyd



Outlook 20quick Reference Guide:

Wine Tourism Guide Ganesh Vadekar,2025-02-20 Wine Tourism Guide takes readers on a sensory journey through the world of vineyard exploration We offer a comprehensive dive into wine tourism emphasizing the unique charm and allure of handloom experiences The guide traces the historical evolution of wine tourism from ancient viticulture practices to modern day journeys to renowned wine regions Central to our narrative is the concept of the handloom experience which embodies artisanal craftsmanship and personal touch distinguishing authentic vineyard encounters Unlike mass produced tours handloom experiences prioritize intimacy authenticity and connection inviting travelers to immerse themselves in the stories traditions and flavors of winemaking Through case studies and firsthand accounts we showcase diverse handloom experiences from around the world from family owned vineyards in Tuscany to boutique wineries in New Zealand We also explore the human element behind wine tourism offering interviews with winemakers and hospitality professionals that add depth and authenticity In addition to individual vineyards and wineries we examine broader themes shaping the industry including sustainable viticulture practices and experiential tourism Our guide provides practical tips and resources for travelers whether planning a weekend getaway or a once in a lifetime wine tour Wine Tourism Guide is a celebration of craftsmanship culture and connection offering a rich exploration of vineyard landscapes and the vibrant tapestry of wine tourism Library Journal ,2001 **Excel 2007 Miracles Made Easy** Bill Jelen,2008-07-01 In this addendum to Learn Excel from Mr Excel the amazing new features offered in Excel 2007 are introduced Revealing the features that make this new version the best new release of Excel since 1997 this guide provides the necessary information to teach users to quickly unleash the powerful new features in Excel 2007 create incredible looking charts customize color themes to match their corporate logo utilize data visualization tools and learn Pivot Table improvements Library Bulletin ,1960

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Microsoft Outlook 2002 Diana Rain, 2002 *Microsoft Outlook* Carole Bennett, 2004-01-15 *Microsoft Outlook 2021 & 365 Introductory Quick Reference Guide Laminated Cheat Sheet Training Guide* TeachUcomp, 2022-02-21

Designed with the busy professional in mind, this 4-page quick reference guide provides step-by-step instructions in Outlook 2021 and 365. When you need an answer fast, you will find it right at your fingertips with this Microsoft Outlook 2021 and 365 Quick Reference Guide. Clear and easy to use, quick reference cards are perfect for individuals, businesses, and as supplemental training materials. Includes touch gestures and keyboard shortcuts. **Outlook 2007 All-in-One Desk Reference For Dummies** Jennifer Fulton, Karen S. Fredricks, 2011-02-23

Nine minibooks spanning more than 800 pages make this an indispensable guide for Outlook power users. Covers the new Outlook interface and features and offers detailed coverage of Outlook tools, techniques, and tricks. Minibooks include Outlook basics, e-mail, RSS, and news, personal information management, managing and controlling information, collaboration, functional forms, VBA programming, managing business information, and maintenance, management, and troubleshooting. Office has more than 120 million users worldwide, 90 percent of the business productivity software market, and most of these users look to Outlook for e-mail, calendaring, and personal information management.

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