



Microsoft

Outlook 365

2019



MAIN WINDOW

- Quick Access Toolbar Displays** has a command to **Reset** that you can use to add any toolbar command to the toolbar.
- More** the toolbar below the ribbon to provide additional space for the commands and get a closer to the ribbon.
- File Name Identification** for active folder and account.
- Mail My resources feature** Provides easy access to commands, Outlook Help, and online help resources.
- Windows management buttons** Includes the **2019 Outlook Options** button and the **Advanced Outlook Options** and **Live** buttons.
- Windows Includes the:**
 - File** tab displays the **Backstage View**.
 - Home** tab has **Compose** and **Send** commands (e.g., the **Share** tab).
 - Contextual** tab has the best commands for working with opened items.
- Navigation pane** Controls the **Folder List**, **Folder pane**, and **Current Navigation bar**.
- Navigation Bar** Provides easy access to frequently used **Mail** folders.
- Folder pane** Area within the Navigation pane that displays the folders as a tree (e.g., the **Folder List** or **Library**).
- Compare Navigation Item** Contains buttons to enable buttons: **Mail**, **Calendar**, **Contacts**, **Tasks**, **Journal**, **Folder List**, and **Outlook**.
- Message List Displays** a list of messages with a preview of the first few lines of each message.
 - You can change your email to **Message List** view, **Mail List**, or **Reading pane**.
 - Reading pane** Displays the entire message in the Message List.
 - Message List** Displays information about the content of the current message, including sender, recipient, synchronization status, and the server connection.
 - You can customize this bar to display specific types of information.
- View Navigation buttons** Provides quick links for switching between the **Normal** view and the **Reading pane**.
 - You can't control the **Message List** view from this toolbar.
- Zoom** buttons Controls the magnification of the Reading pane.
 - To change the magnification by 10% increments, click the **Zoom Out** and **Zoom In** buttons.
 - To change the magnification by 1% increments, drag the slider.
 - To change from zoom pane options, click the **Zoom** button, which opens a dialog box.



- To change the magnification by 10% increments, click the **Zoom Out** and **Zoom In** buttons.
- To change the magnification by 1% increments, drag the slider.
- To change from zoom pane 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:**
- Click the **Home** 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:**
- Click the **Focused** or **Other** tab, then click which the messages.
 - To move only the selected message:
 - Click **Move to Other** or **Move to Focused**.
 - To move all focus messages from the window:
 - Click **Move Messages to Other** or **Always Move to Focused**.
- ### Time Zones
- Change your time zone:**
- Click the **File** tab, click **Options**.
 - Click the **Calendar** tab, click **Show zones**, type a zone in the current zone, or click the **Call** link.
 - Click the **Time zone list**, click the time zone you want.
- Notes When you change the time zone in Outlook, windows check settings, such as:
- Read Aloud**
 - Turn Read Aloud on/off:**
 - Click the **File** tab, click **Options**, then **Ease of Access**.

- Click the Application ribbon options**, which is close the view the **News about Outlook**.
- Use Outlook read a message to you:**
 - Click the message you want read aloud.
 - On the ribbon tab, click **Read Aloud**.
- Mark Emails as Read**
- Notes This feature is only available for certain Outlook 2019 folders and Exchange connections.
- Automatically mark messages as read when deleted:**
 - Click the **File** tab, click **Options**, then **Mail**.
 - In the **Other options**, check the box for **Mark messages as read when deleted**.
- Accessibility Checker**
- Updated Outlook Help:**
 - Focus support for international readers.
 - Accessibility features to make your document more accessible.
- Use the Accessibility Checker:**
 - Click the **Review** tab, which is visible when writing or replying to messages.
 - Click **Check Accessibility**.
 - You can address errors, warnings, and tips.
- PDF:** Can be opened as accessibility errors in mail items.

- Click the text by **drag** accessibility checker settings inside a text.
- Sound Effects**
- Add sounds:**
 - In the **Backstage view**, click **Options**.
 - In the **Advanced Options** dialog box, click the **Sound of Alerts** tab.
 - Click **Sound Effect** button, what sounds feedback with sound.
 - Click either a **Modern** or **Classic** sound selection.
- PDF: Improve productivity by adding sound effects to profiles that an action has been completed or that that something has changed.**
- Icons & SVG Files**
- Insert an icon in a message:
 - Click the **Insert** tab, click the **Icons** button.
 - Click **Icons** to display the gallery.
- 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 **resize**, **rotate**, and **move** the image in about being applied.

WORKING WITH BACKSTAGE ACCOUNTS

- Backstage view:** It is called two pages. From here, you can manage your email account connections.
- Access the Outlook's program options:**
 - 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 side of the ribbon.
- Backstage View Page Tabs & Buttons**
- File page:** Displays tools for configuring and managing accounts that you connect to from Outlook.
 - Commands are specific to the account selected in the **List** at the top of the page.

- Home & Export page:** Displays commands for:
 - Opening an Outlook data file, including an **Outlook** backup, Outlook data files, text files, calendars, and RSS feeds.
 - Exporting items from Outlook to a data file.
 - Exporting RSS feeds from Outlook.
 - Save to Outlook: From the context ribbon, you can file.
 - Save attachments: Buttons: Items files attached to an item are always saved.
- Print page:** Displays a preview of the content that you will print when printed.
 - Select a printer, specify the print settings, and modify the print options by clicking on the icons.

- Other Account page:** Displays information about your account and the status of a linked account's working in the background and shows the Outlook and other device products.
 - Commands to online storage and productivity services.
 - Storage planning 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.

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Wolfgang Guggemos



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