



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 Name** Identifies the active folder and account.

4. **Mail** My resources location Provides easy access to commands, Outlook Help, and online help resources.

5. **Navigation management buttons** Includes the **Outlook Display Options** button and the **Advanced Outlook Options** and **Customize** buttons.

6. **Navigation bar** Includes the:

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

b. **Home tab** has **Customize** and **Search** buttons (e.g., the **Home** tab).

c. **Content view** has the **Home** view, **Compose** view, **Reading** view, and **Search** view.

7. **Navigation pane** Controls the **Navigation bar**, **Folder pane**, and **Navigation pane**.

8. **Navigation pane** 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** in **Mail**).

10. **Content Navigation bar** Contains buttons to switch between **Mail**, **Calendar**, **Contacts**, **Tasks**, **Journal**, **Folder pane**, and **Navigation**.

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 **View**, then **Mail**.

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

13. **Navigation bar** Displays information about the content of the current message, including **sender**, **recipient**, **subject**, **date**, and the **action** buttons.

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

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

a. You can't control the **Navigation bar** 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 **File** 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. The **More Focused Inbox** will appear at the top of the **Message list**.

c. The **More Focused Inbox** will appear at the top of the **Message list**.

d. The **More Focused Inbox** will appear at the top of the **Message list**.

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## WORKING WITH BACKSTAGE ACCOUNTS

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