

Outlook® 2019 Introduction

Quick Reference Guide

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Contacts (People)

Displaying the Contacts Folder

1. Click the "People" button in the Navigation Bar at the bottom of the Outlook window.
2. Select a view type in the "Current View" group on the "Home" tab in the Ribbon, if desired.

Creating Contacts

1. Click the "New Contact" button in the "New" group on the "Home" tab in the Ribbon.
2. Enter the contact information. **To show additional fields**, click the "Details" button in the "Show" group on the "Contact" tab in the Ribbon.
3. Click the "Save & Close" or "Save & New" button in the "Actions" group on the "Contact" tab in the Ribbon.

Selecting Contacts

1. **To select a single contact**, click it.
2. **To select multiple non-adjacent contacts**, click the first contact, press and hold the "Ctrl" key and select any other contacts. Release the "Ctrl" key.
3. **To select multiple adjacent contacts**, click the first contact, press and hold the "Shift" key while clicking the last contact in the group. Release the "Shift" key.

Editing Contacts

1. **To edit a contact**, double-click the contact, or select the contact, click the ellipsis (...), in the Reading Pane, and select either "Edit Outlook Contact" or "View Profile" Outlook (Contacts) from the menu that appears.
2. Make any desired changes in the "Contact" window.
3. Click the "Save & Close" or "Save & New" button in the "Actions" group on the "Contact" tab in the Ribbon.

Linking Contacts

Multiple contact cards for a single person can be linked together. The aggregate data from all linked cards is displayed in People view when one of the

Creating Contact Groups

1. Click the "New Contact Group" button in the "New" group on the "Home" tab in the Ribbon.
2. Enter a group name in the "Name" field of the "Contact Group" dialog box.
3. Click the "Add Members" button in the "Members" group on the "Contact Group" tab in the Ribbon, and select the "From Outlook Contacts" command from the drop-down menu.
4. Click on a contact in the "Select Members" dialog box and click the "Members" button to add them to the group. Repeat as desired.
5. **To remove a contact**, click to highlight it in the "Members" box and press the "Delete" key.
6. Click "OK" and then click the "Save & Close" button in the "Actions" group in the Ribbon.

Categorizing Contacts

1. Select the contact(s) to categorize.
2. Click the "Categorize" button in the "Tags" group on the "Home" tab in the Ribbon, and select a category from the drop-down. Repeat as desired to assign multiple categories.

Customizing Categories

1. Select the contact(s) to categorize.
2. Click the "Categorize" button in the "Tags" group on the "Home" tab in the Ribbon, and select "All Categories" from the drop-down.
3. **To add a category**, click the "New" button, enter a name, select a color and shortcut key (if desired), and click "OK."
4. **To rename a category**, select it, click the "Rename" button, type a new name, and press "Enter."
5. **To delete a category**, select it, click the "Delete" button, and click "Yes" to confirm deletion.
6. **To edit a category**, select it and choose a new color.

E-Mail: Reading & Organizing

Displaying the Mail Folders

1. Click the "Mail" button in the Navigation Bar at the bottom of the Outlook window.
2. **To display a specific folder**, click the desired folder in the Folder Pane at the left. If hidden, click the triangle to the left of the parent folder.

Displaying/Hiding the Folder Pane

1. Click the "Folder Pane" button in the "Layout" group on the "View" tab in the Ribbon.
2. Select a folder view from the drop-down: "Normal," "Minimized," or "Off."
3. **To display a minimized pane**, click the "Expand" button at the top of the pane. **To switch view to "Normal"**, click the pin button that replaces it.

Reading Messages

The Reading Pane allows you to easily read e-mails without having to open them in a new window.

1. **To turn the Reading Pane on/off**, click the "Reading Pane" button in the "Layout" group on the "View" tab in the Ribbon and select "Right," "Bottom," or "Off."
2. **To resize the Reading Pane**, hover over the line separating the pane and the list of e-mails. Click and drag the double-headed arrow that appears.
3. **To view a message in the Reading Pane**, click to select it in the list of e-mails.
4. **To open an e-mail in a new window**, double-click it in the list of e-mails. When done, click the "Close" button in the window's upper-right corner.

Viewing and Opening Attachments

1. **To quickly and safely preview an attachment**, click on the attachment below the message header.

Click on the attachment below the message header.

Instructions



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Online Key Card



See answers while you work

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Professional Video Training

- Comprehensive Video Lessons
- Printable Instructional Materials
- Practice Exercises



Complete • Convenient • Easy to Use

PC or Mac

Outlook
Made Easy



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5. Click the "Print" button. 6. Print.

"Print" group on the "Mailings" tab in the Ribbon. Select a merge type and click "OK."

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Microsoft Outlook Instruction Manual

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The logo for TeachUcomp, featuring a stylized red and white circular graphic that resembles a stylized 'U' or a partial circle.

Microsoft Outlook Instruction Manual:

Microsoft Outlook 2019 Training Manual Classroom in a Book TeachUcomp ,2020-10-26 Complete classroom training manual for Microsoft Outlook 2019 177 pages and 101 individual topics Includes practice exercises and keyboard shortcuts You will learn how to create and manage contacts use advanced email techniques manage and use the calendar use tasks create groups use the journal and much more Topics Covered CHAPTER 1 GETTING ACQUAINTED WITH OUTLOOK 1 1 The Outlook Environment 1 2 The Title Bar 1 3 The Ribbon 1 4 The Quick Access Toolbar 1 5 Touch Mode 1 6 The Navigation Bar Folder Pane Reading Pane and To Do Bar CHAPTER 2 MAKING CONTACTS 2 1 The Contacts Folder 2 2 Customizing the Contacts Folder View 2 3 Creating Contacts 2 4 Basic Contact Management 2 5 Printing Contacts 2 6 Creating Contact Groups 2 7 Categorizing Contacts 2 8 Searching for Contacts 2 9 Calling Contacts 2 10 Mapping a Contact s Address CHAPTER 3 EMAIL 3 1 Using the Inbox 3 2 Changing the Inbox View 3 3 Message Flags 3 4 Searching for Messages 3 5 Creating Addressing and Sending Messages 3 6 Checking Message Spelling 3 7 Setting Message Options 3 8 Formatting Messages 3 9 Using Signatures 3 10 Replying to Messages 3 11 Forwarding Messages 3 12 Sending Attachments 3 13 Opening Attachments 3 14 Ignoring Conversations CHAPTER 4 THE SENT ITEMS FOLDER 4 1 The Sent Items Folder 4 2 Resending Messages 4 3 Recalling Messages CHAPTER 5 The Outbox Folder 5 1 Using the Outbox 5 2 Using the Drafts Folder CHAPTER 6 USING THE CALENDAR 6 1 The Calendar Window 6 2 Switching the Calendar View 6 3 Navigating the Calendar 6 4 Appointments Meetings and Events 6 5 Manipulating Calendar Objects 6 6 Setting an Appointment 6 7 Scheduling a Meeting 6 8 Checking Meeting Attendance Status 6 9 Responding to Meeting Requests 6 10 Scheduling an Event 6 11 Setting Recurrence 6 12 Printing the Calendar 6 13 Teams Meetings in Outlook 6 14 Meeting Notes CHAPTER 7 Tasks 7 1 Using Tasks 7 2 Printing Tasks 7 3 Creating a Task 7 4 Setting Task Recurrence 7 5 Creating a Task Request 7 6 Responding to Task Requests 7 7 Sending Status Reports 7 8 Deleting Tasks CHAPTER 8 Deleted Items 8 1 The Deleted Items Folder 8 2 Permanently Deleting Items 8 3 Recovering Deleted Items 8 4 Recovering and Purging Permanently Deleted Items CHAPTER 9 GROUPS 9 1 Accessing Groups 9 2 Creating a New Group 9 3 Adding Members to Groups and Inviting Others 9 4 Contributing to Groups 9 5 Managing Files in Groups 9 6 Accessing the Group Calendar and Notebook 9 7 Following and Stop Following Groups 9 8 Leaving Groups 9 9 Editing Managing and Deleting Groups CHAPTER 10 The Journal Folder 10 1 The Journal Folder 10 2 Switching the Journal View 10 3 Recording Journal Items 10 4 Opening Journal Entries and Documents 10 5 Deleting Journal Items CHAPTER 11 Public Folders 11 1 Creating Public Folders 11 2 Setting Permissions 11 3 Folder Rules 11 4 Copying Public Folders CHAPTER 12 Personal Private Folders 12 1 Creating a Personal Folder 12 2 Setting AutoArchiving for Folders 12 3 Creating Private Folders 12 4 Creating Search Folders 12 5 One Click Archiving CHAPTER 13 Notes 13 1 Creating and Using Notes CHAPTER 14 Advanced Mailbox Options 14 1 Creating Mailbox Rules 14 2 Creating Custom Mailbox Views 14 3 Handling Junk Mail 14 4 Color Categorizing 14 5 Advanced Find 14 6

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