

Inside Microsoft Office

► Session 13

Using Microsoft Outlook 2019

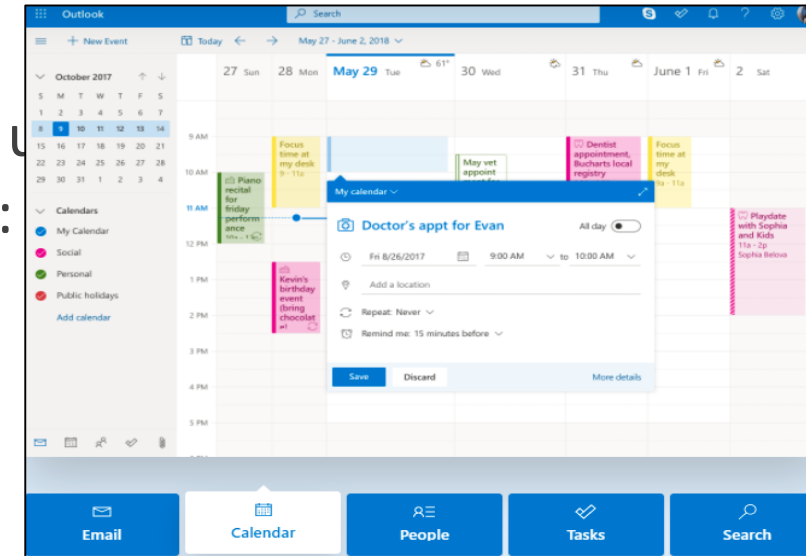


Objectives

- ▶ Explain the functions of Microsoft Outlook
- ▶ Describe how to organize emails, create categories, and use calendar
- ▶ List and describe the new features in Outlook 2019

Getting Started with Microsoft Outlook

- ▶ Primarily an email client application
- ▶ A part of Microsoft Office suite of applications that helps with the following functions:
 - Managing calendars and meetings
 - Maintaining contacts
 - Setting reminders for tasks

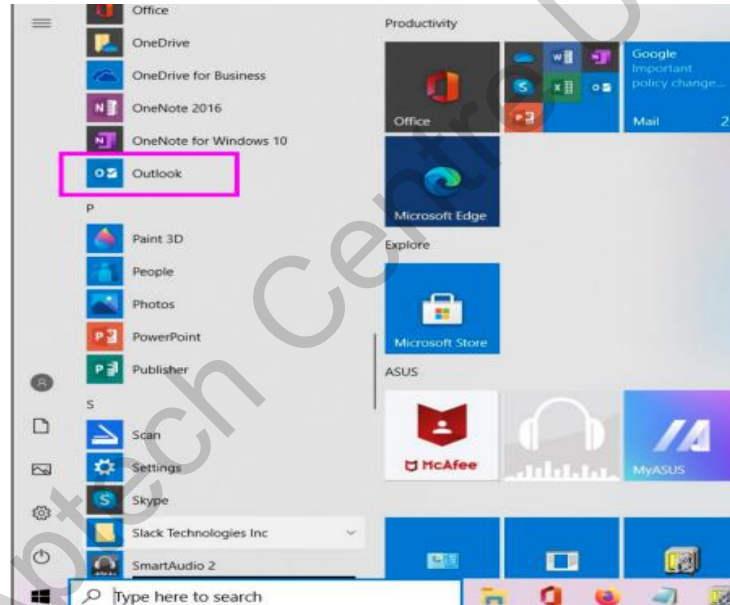


Microsoft Outlook

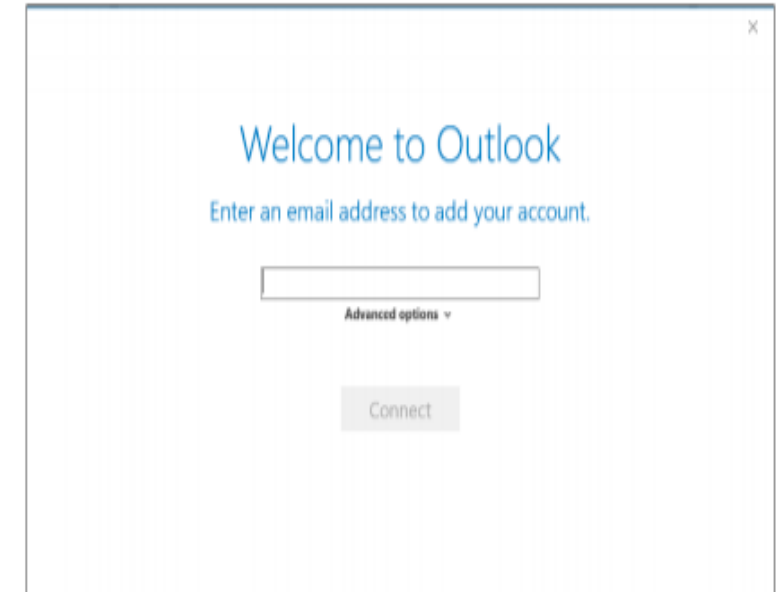
Organizing Emails [1-2]

► Primary and main function of Microsoft Outlook is to:

- Send emails
- Receive emails
- Manage emails

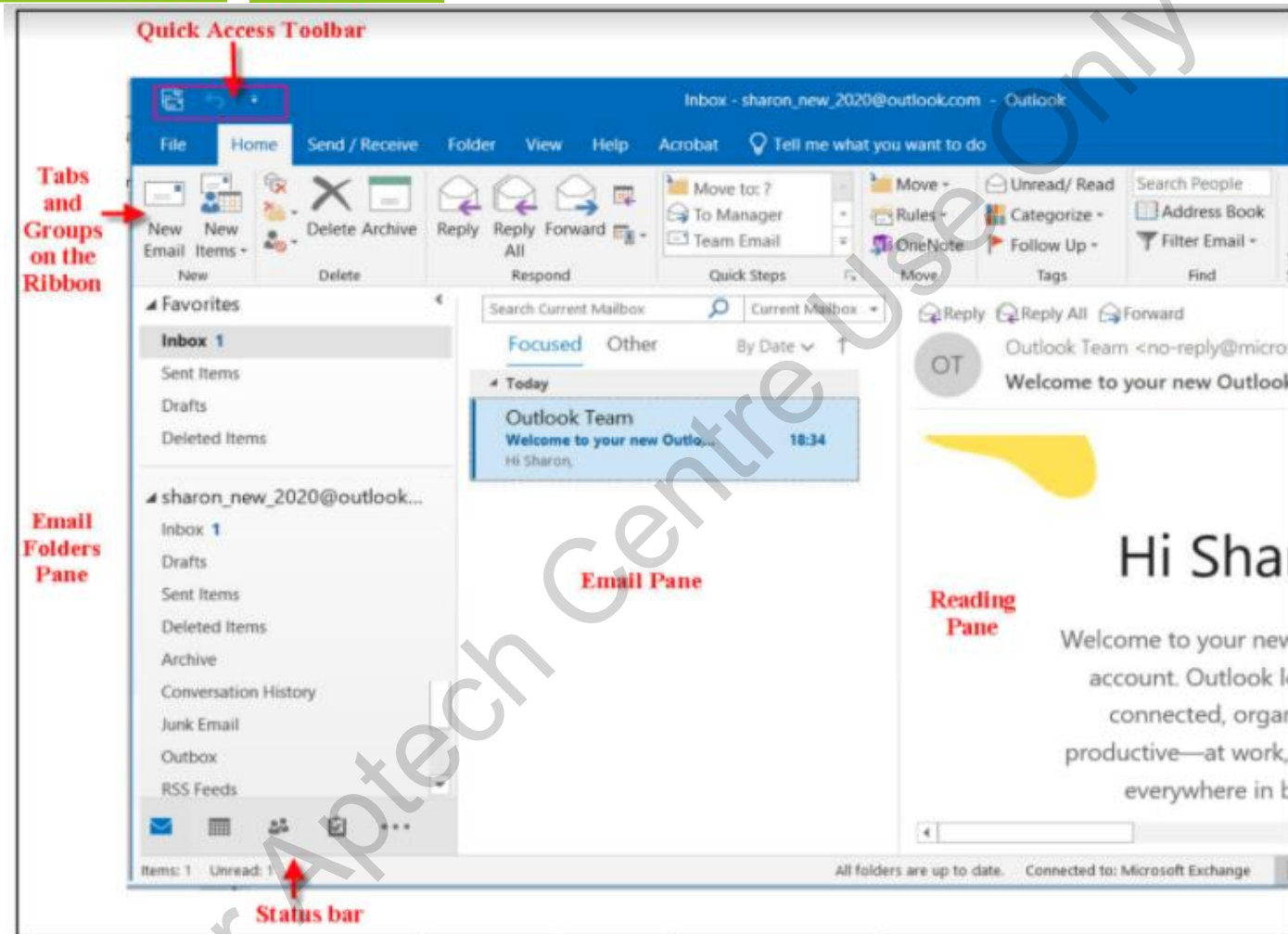


Outlook in the Start menu



Outlook 2019 Window

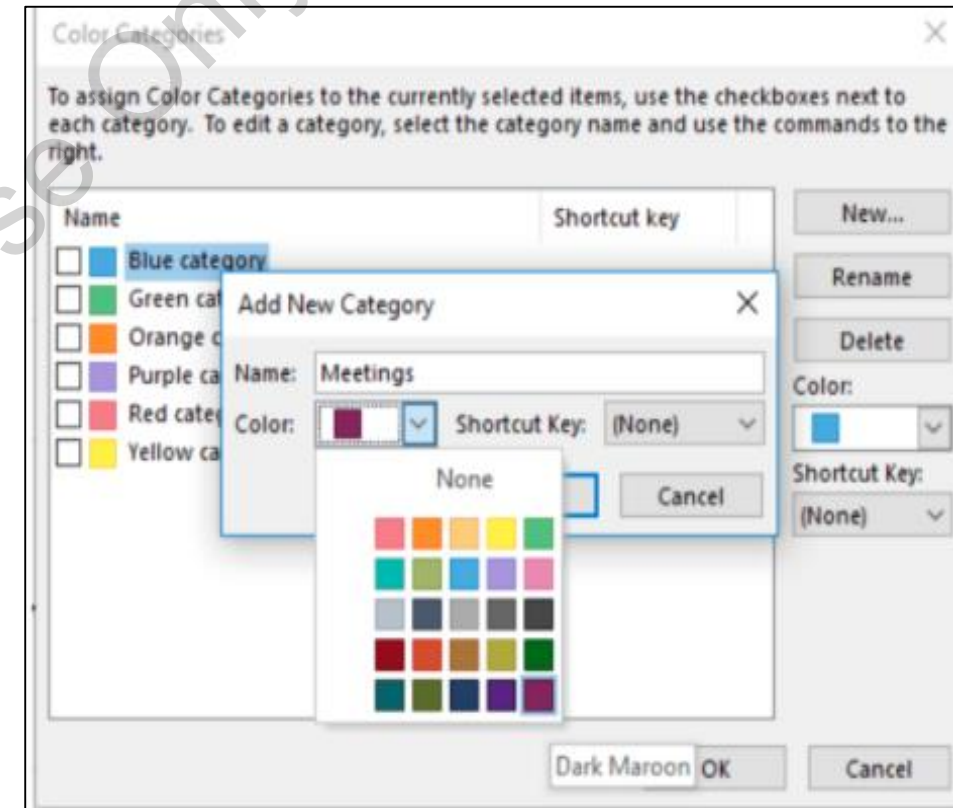
Organizing Emails [2-2]



Outlook 2019 User Interface

Using Categories

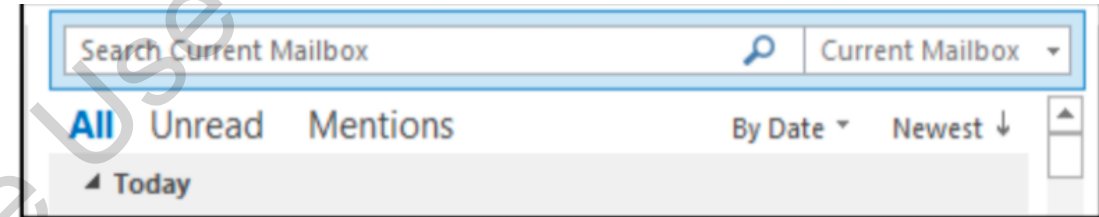
- ▶ Categories are used to organize emails so that they are easier to find, when required
- ▶ Microsoft Outlook provides six categories by default, that can be renamed
- ▶ These six categories are named according to their colors
- ▶ Users can also create new categories and choose different colors for various categories



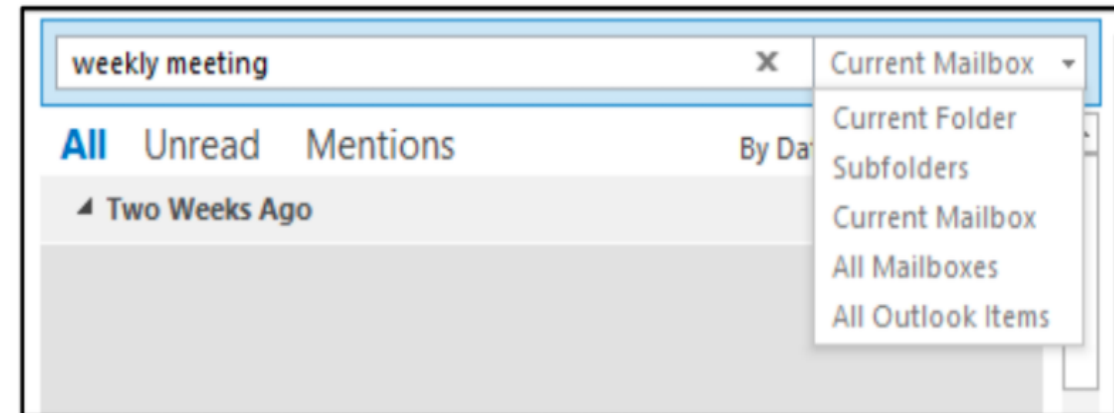
Category Dialog Box

Searching Emails

- ▶ Microsoft Outlook allows users to search emails in the default folders as well as other folders and sub-folders
- ▶ Outlook also enables users to specify the search parameters to find emails quickly



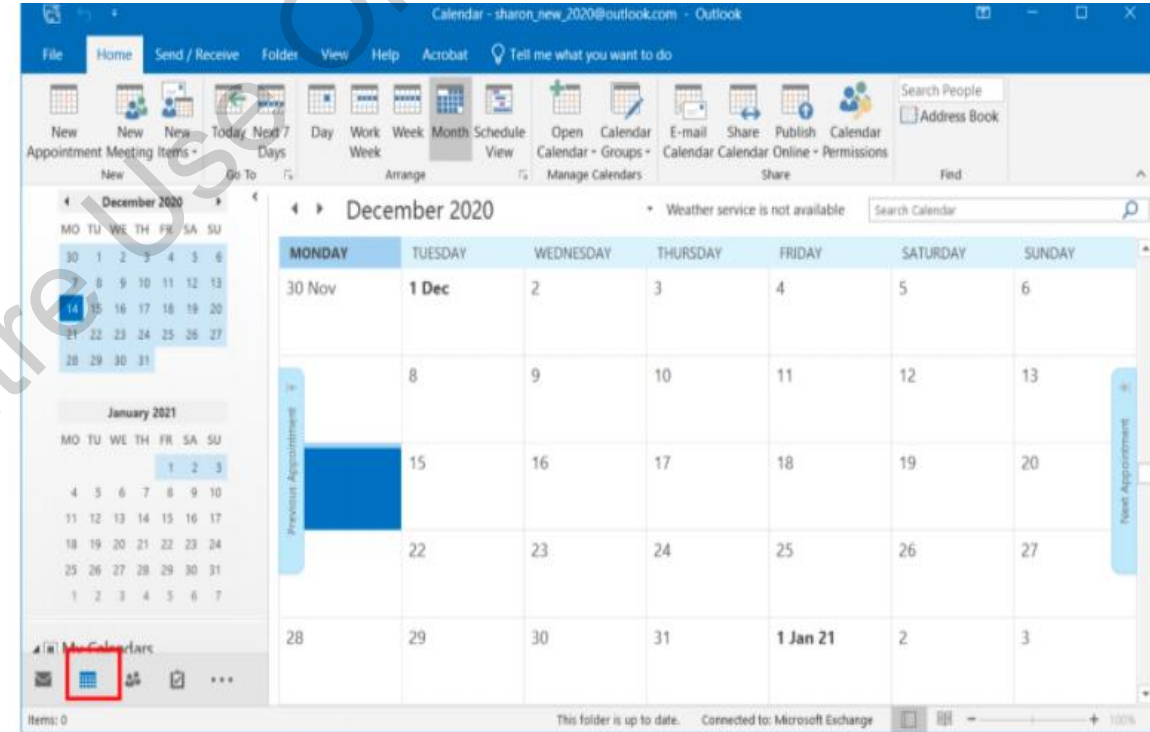
Search Current Mailbox Text Box



Current Mailbox Drop-down list

Using the Calendar [1-2]

- ▶ Microsoft Outlook provides powerful scheduling features using the Calendar functionality
- ▶ The Calendar functionality allows users to create appointments and schedule meetings, and helps them to manage their office time

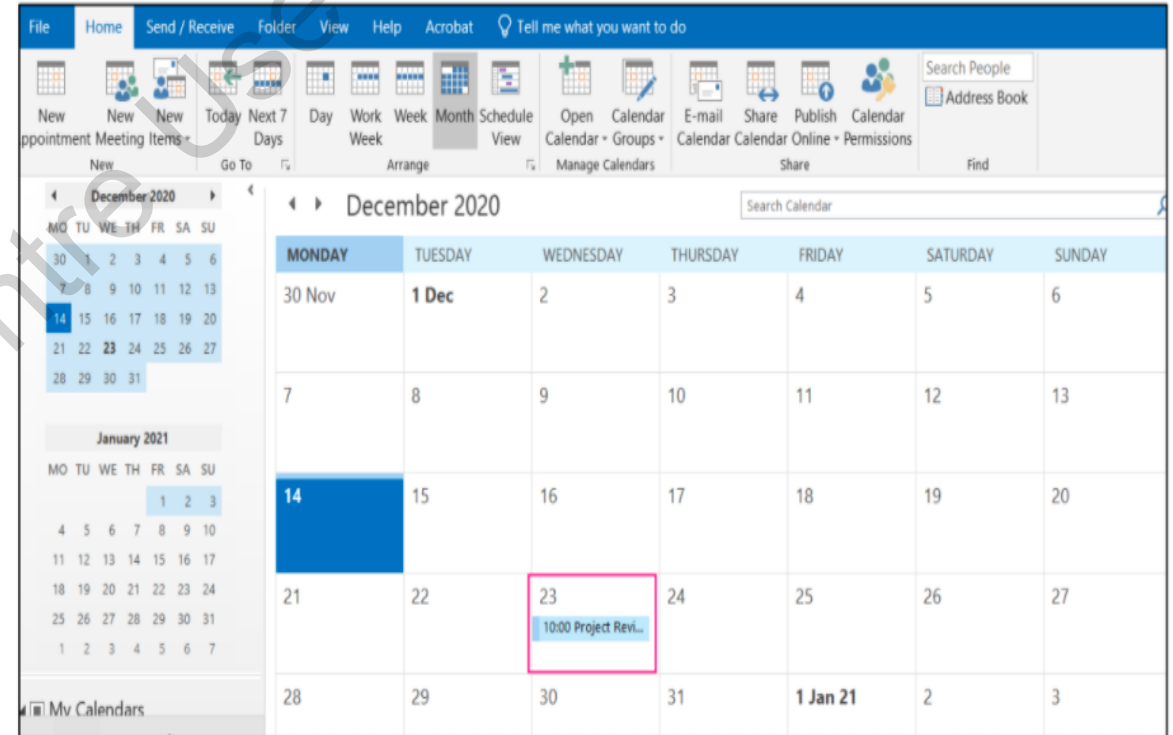


Calendar View of Microsoft Outlook

Using the Calendar [2-2]

► Calendar of Microsoft Outlook allows users to view their schedule in the following ways:

- Today
- Next Seven Days
- Day
- Work Week
- Week
- Month



Appointment on the Calendar

New Features in Outlook 2019 [1-2]

Improved Accessibility	Accessibility Checker is enhanced with support for international standards and handy recommendations to make documents more accessible.
Focused Inbox	Focused Inbox helps users focus on important emails. It separates users' inbox into two tabs namely, Focused and Other. Most important emails are on the Focused tab while the rest remain on the Other tab. Users will be notified about email flowing to Other. Users can switch between tabs at any time to take a quick look.
Visual impact	Users can add visual appeal to documents, worksheets, and presentations by inserting SVG files that have filters applied to them.
Viewing three time zones	While creating meetings, users can now add multiple time zones to their calendar to easily see everyone's availability and select a time that works for all.
Listening to emails	Users can now have Outlook read their email messages aloud. This can allow them to complete other tasks in parallel while the email contents are being read aloud.

New Features in Outlook 2019 [2-2]

Marking emails as read when deleting	If Deleted Items folder includes unread items, a quick fix is available now to ensure all deleted messages are marked as read.
Never miss a reminder	Users can set reminders to pop-up over the windows they are working in. Outlook can also flash in the taskbar to grab users' attention.
Email sorting made easy	Sorting options and the Unread filter above the message list have been made available for those users who may not be keen to use Focused Inbox.
Knowing who you will meet with	Users can see people's responses to a meeting request, even if they are not the meeting organizer.
Automatic download of cloud attachments	When users drag and drop OneDrive attachments from an email message to their computer, a copy of the attachment files is downloaded for the user.

Summary

- Emails are electronic messages sent or received by individuals or organizations.
- Microsoft Outlook is an email client application.
- Besides sending and receiving emails, Outlook can be used to manage calendars and meetings, maintain contacts, and set reminders for tasks.
- The latest version of Microsoft Outlook is Outlook 2019.
- Folders are used to organize emails as per department, year, month, groups, or projects, and are the best way to organize emails so that one can find them easily when required.
- Categories are used to organize emails so that they are easier to find when required.
- Microsoft Outlook provides six categories by default, which users can rename as per their requirements.
- The Calendar functionality allows users to create appointments and schedule meetings, and helps them to manage their office time.