

# 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.

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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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**Michael Rajnik**



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