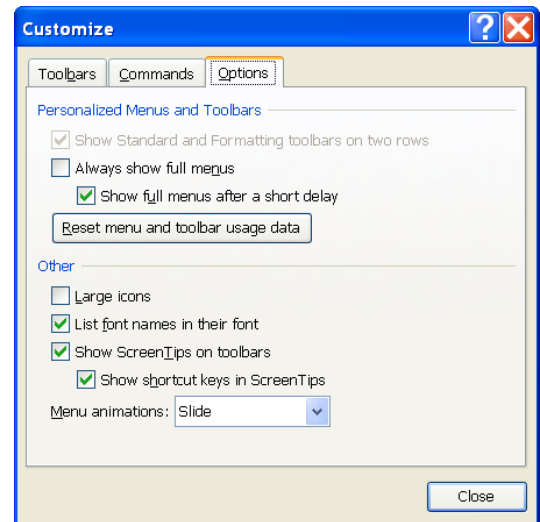


## CUSTOMIZING MENUS AND TOOLBARS

In Outlook, it is possible to customize the Menu Bar and the toolbars so that they contain the buttons and options that are used most often. It is possible to add and remove items from both menus and toolbars, hide or display toolbars, move toolbars, and create new toolbars.

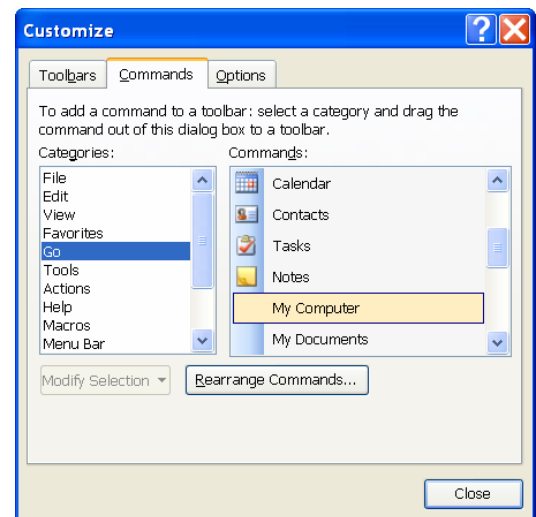
### CHANGING TOOLBAR OPTIONS

- ✦ Do one of the following:
  - ✦ Click **Tools** on the **Menu Bar**.
  - ✦ Click **View** on the **Menu Bar** and then point to **Toolbars**.
- ✦ Click **Customize** from the list that appears.
- ✦ The **Customize** dialog box will appear.
- ✦ In the **Personalized Menus and Toolbars**, click the **Always show full menus** check box.
  - ✦ When this option is chosen, all commands on the menu bar will display all the time.
  - ✦ When this option is not selected, the menus will show the most frequently used options immediately.
  - ✦ After a short delay, the rest of the options will display if **Always show full menus** is not selected.
- ✦ In the **Other** area, click the other options to see what they accomplish.
- ✦ When the changes have been made, click **Close**.



### ADDING COMMANDS TO MENUS

- ✦ Do one of the following:
  - ✦ Click **Tools** on the **Menu Bar**.
  - ✦ Click **View** on the **Menu Bar** and then point to **Toolbars**.
- ✦ Click **Customize** from the list that appears.
- ✦ The **Customize** dialog box will appear.
- ✦ Click the **Commands** tab.
- ✦ In the **Categories** list, click **Go**.
- ✦ The list of commands in the **Go** category is displayed in the **Commands** list.
- ✦ In the **Commands** list, click one of the commands
- ✦ Drag it to one of the folders under **Categories**.
  - ✦ This menu will expand to show the commands that are currently available in that menu.
  - ✦ When the command is in place, a black line will appear below the selected folder.
  - ✦ Release the left mouse button to drop the command directly below the chosen folder.
- ✦ The command will be added to the selected menu.
- ✦ Click the **Close** button.
- ✦ Click the menu item from the **Categories** list on the **Menu Bar**.



## REMOVING A COMMAND FROM THE MENU BAR

When a command is removed from the Menu Bar or a toolbar, the Customize window must be displayed.

- ✦ Do one of the following:
  - ✦ Click **Tools** on the **Menu Bar**.
  - ✦ Click **View** on the **Menu Bar** and then point to **Toolbars**.
- ✦ Click **Customize** from the list that appears.
- ✦ The **Customize** dialog box will appear.
- ✦ Click the menu from which the command is to be removed.
- ✦ Do one of the following:
  - ✦ Right-click the command and then click **Delete**.
  - ✦ Click the command and drag and drop it into the Outlook window.
- ✦ Close the **Customize** dialog box.

## ADDING BUTTONS TO TOOLBARS

- ✦ Do one of the following:
  - ✦ Click **Tools** on the **Menu Bar**.
  - ✦ Click **View** on the **Menu Bar** and then point to **Toolbars**.
- ✦ Click **Customize** from the list that appears.
- ✦ The **Customize** dialog box will appear.
- ✦ Click the **Commands** tab.
- ✦ In the **Categories** list, click **Advanced**.
- ✦ The list of commands for the **Advanced** toolbar will be displayed.
- ✦ In the **Commands** list, click the command that is to be added to the toolbar.
- ✦ Drag the command to the location on the **Standard** toolbar where it is to be placed.
- ✦ A black line will appear where the button should appear.
- ✦ The selected command button should appear on the **Standard** toolbar.
- ✦ Close the **Customize** dialog box.

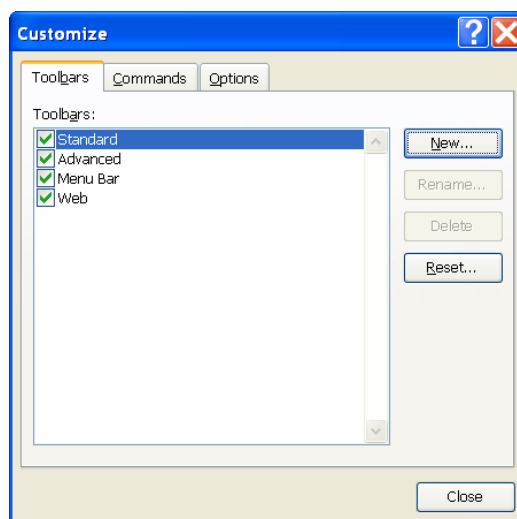
## REMOVING BUTTONS FROM TOOLBARS

- ✦ Do one of the following:
  - ✦ Click **Tools** on the **Menu Bar**.
  - ✦ Click **View** on the **Menu Bar** and then point to **Toolbars**.
- ✦ Click **Customize** from the list that appears.
- ✦ The **Customize** dialog box will appear.
- ✦ Do one of the following:
  - ✦ Click on the command that is to be removed from the **Standard** toolbar.
  - ✦ Drag the icon into the **Outlook** window.
  - ✦ The command will be removed from the toolbar.
  - ✦ The command will remain in the list in the Customize window.
- or
- ✦ Click the **Toolbars** tab.
- ✦ Click **Standard** in the **Toolbars** list.
- ✦ Click the **Reset** button.
- ✦ A message will appear confirming the reset.
- ✦ Click **OK**.
- ✦ The new button will be removed from the **Standard** toolbar.

- ✦ Click the **Close** button in the **Customize** window.

### CREATING A NEW TOOLBAR

- ✦ Do one of the following:
  - ✦ Click **Tools** on the **Menu Bar**.
  - ✦ Click **View** on the **Menu Bar** and then point to **Toolbars**.
- ✦ Click **Customize** from the list that appears.
- ✦ The **Customize** dialog box will appear.
- ✦ Click the **Toolbars** tab.
- ✦ Click the **New** button.
- ✦ The **New Toolbar** button will display.
- ✦ In the **Name** box, input a name for the toolbar.
- ✦ Click **OK**.
- ✦ A check mark will appear next to the new toolbar name.
- ✦ A new toolbar will appear in the **Outlook** window.
- ✦ Click the **Commands** bar.
- ✦ Select a button from one of the commands.
- ✦ Drag it to the new toolbar.
- ✦ Continue this process until three buttons have been added.
  - ✦ You can add as many buttons as you would like to this toolbar.
  - ✦ Buttons can be added from more than one category.
  - ✦ The size of the toolbar will expand as new buttons are added.
- ✦ Once all the buttons have been added, click the **Close** button.



### REMOVING A NEW TOOLBAR.

- ✦ Do one of the following:
  - ✦ Click **Tools** on the **Menu Bar**.
  - ✦ Click **View** on the **Menu Bar** and then point to **Toolbars**.
- ✦ Click **Customize** from the list that appears.
- ✦ The **Customize** dialog box will appear.
- ✦ Click the **Toolbars** tab, if necessary.
- ✦ Click on the new toolbar that was created.
- ✦ Click the **Delete** key.
- ✦ A message will appear asking if you're sure you want to remove the toolbar (see illustration).
- ✦ Click **OK**.
- ✦ The new toolbar should be removed from the list.
- ✦ Click the **Close** button to close the **Customize** dialog box.

