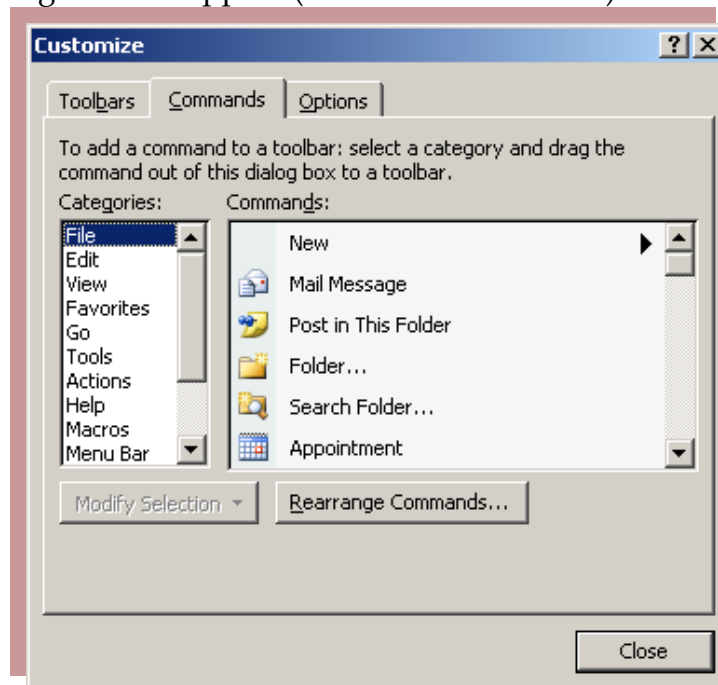


## CUSTOMIZING MENUS AND TOOLBARS

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 the **Toolbar Options** button (see illustration at right) at the right end of one of the toolbars and click **Add or Remove Buttons**.
- ✦ Click **Customize** from the list that appears.
- ✦ The **Customize** dialog box will appear (see illustration below).



- ✦ To choose which toolbars to display:
  - ✦ Click the **Toolbars** tab.
  - ✦ Click the check boxes next to each of the toolbars that are to be displayed.
- ✦ When the changes have been made, click the **Close** button.

### ADDING COMMANDS TO MENUS

- ✦ Open the **Customize** dialog box.
- ✦ Click the **Commands** tab, if necessary.
- ✦ In the **Categories** list, click one of the categories.
- ✦ A list of commands in the chosen category is displayed in the **Commands** list.
- ✦ In the **Commands** list, click one of the commands
- ✦ Drag the command to that **Menu** item.
  - ✦ 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.

- ✚ Open the **Customize** dialog box.
- ✚ 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

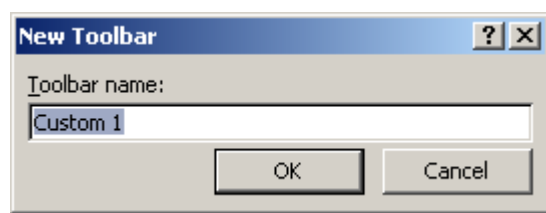
- ✚ Open the **Customize** dialog box.
- ✚ Click the **Commands** tab.
- ✚ In the **Categories** list, click one of the four toolbars: **Menu Bar**, **Standard**, **Advanced**, or **Web**.
- ✚ The list of commands for the selected toolbar will be displayed.
- ✚ In the **Commands** list, click the command that is to be added to the toolbar.
- ✚ Drag the command to the location on the selected 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 selected toolbar.
- ✚ Close the **Customize** dialog box.

### REMOVING BUTTONS FROM TOOLBARS

- ✚ Open the **Customize** dialog box.
  - ✚ Do one of the following:
    - ✚ Click on the command that is to be removed from the 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.
  - ✚ In the **Toolbars** list, click the toolbar that is to be changed.
  - ✚ Click the **Reset** button.
  - ✚ A message will appear confirming the reset.
  - ✚ Click **OK**.
  - ✚ The new button will be removed from the selected toolbar.
- ✚ Click the **Close** button in the **Customize** window.

### CREATING A NEW TOOLBAR

- ✚ Open the **Customize** dialog box.
- ✚ Click the **Toolbars** tab.
- ✚ Click the **New** button.
- ✚ The **New Toolbar** dialog box will display (see illustration at right).
- ✚ In the **Name** box, input a name for the toolbar.

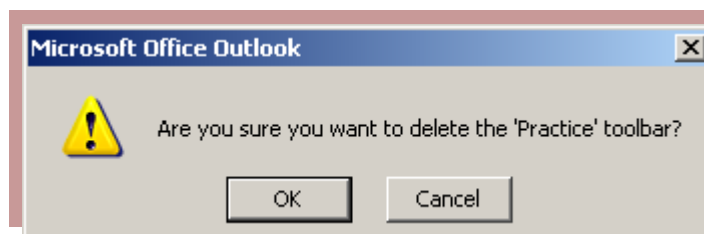


- ✦ Click **OK**.
- ✦ A check mark will appear next to the new toolbar name.
- ✦ A new toolbar will appear in the **Outlook** window (see illustration at right).
- ✦ Click the **Commands** bar.
- ✦ Select a button from one of the commands.
- ✦ Drag it to the new toolbar.
- ✦ Continue this process until the desired 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.

- ✦ Open the **Customize** dialog box.
- ✦ 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



below).

- ✦ Click **OK**.
- ✦ The new toolbar should be removed from the list.
- ✦ Click the **Close** button to close the **Customize** dialog box.