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New Features: Quick Access Toolbar

Notes

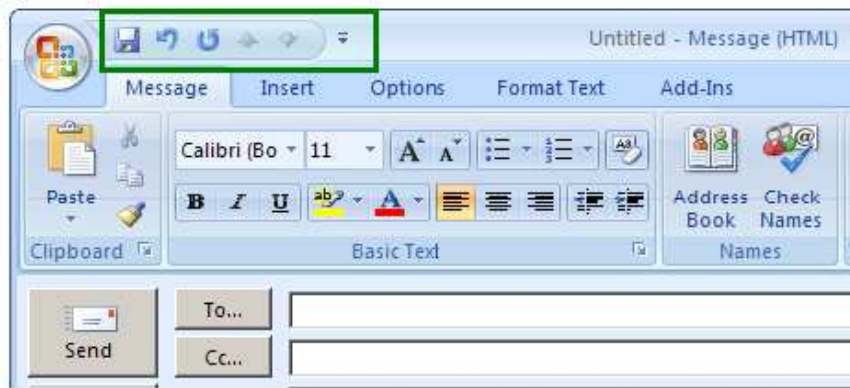
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Quick Access Toolbar

The Quick Access Toolbar is a small toolbar above the Ribbon. It is there to make the commands you need and use most often readily available.

You will see different Quick Access Toolbars depending on the area of Outlook that you are working in. For example, customizations that you make to the Quick Access Toolbar for messages you send will not appear in the Quick Access toolbar for Contacts.



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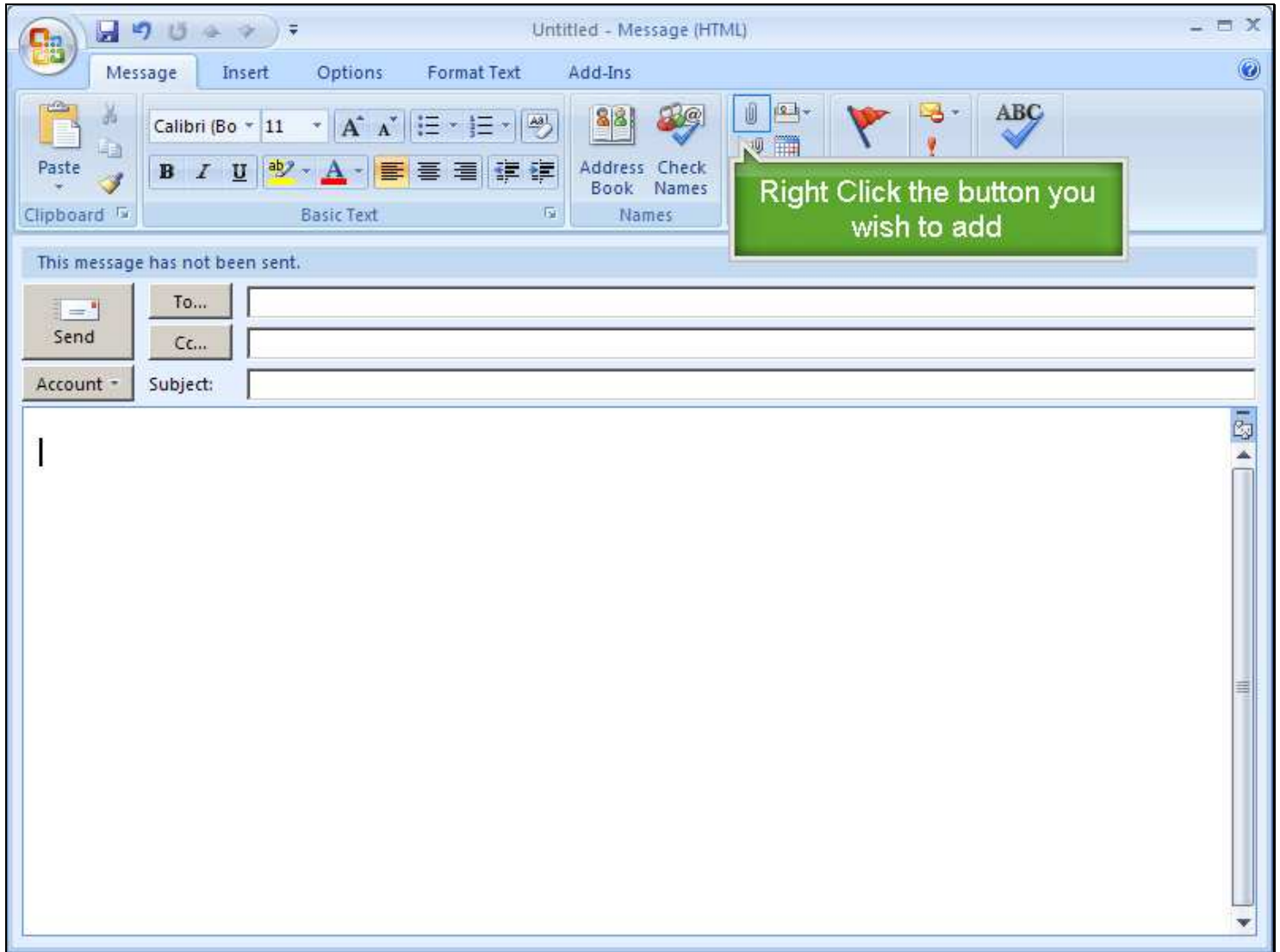
Adding to the Quick Access Toolbar

To add more shortcuts to the Quick Access Toolbar, right click on a command and choose Add to Quick Access Toolbar. Click the button below for a demonstration.

[Click Here for Demonstration](#)

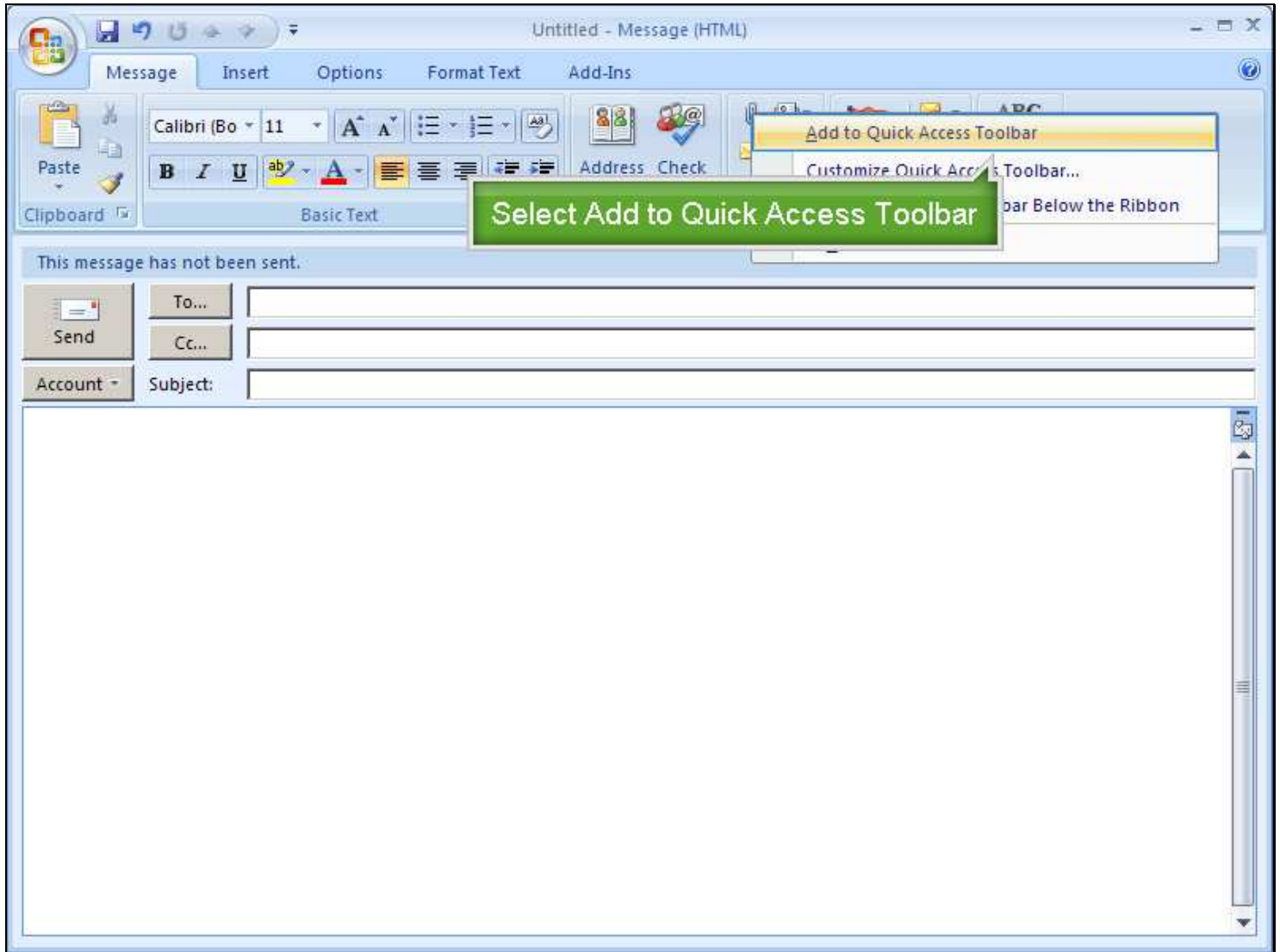
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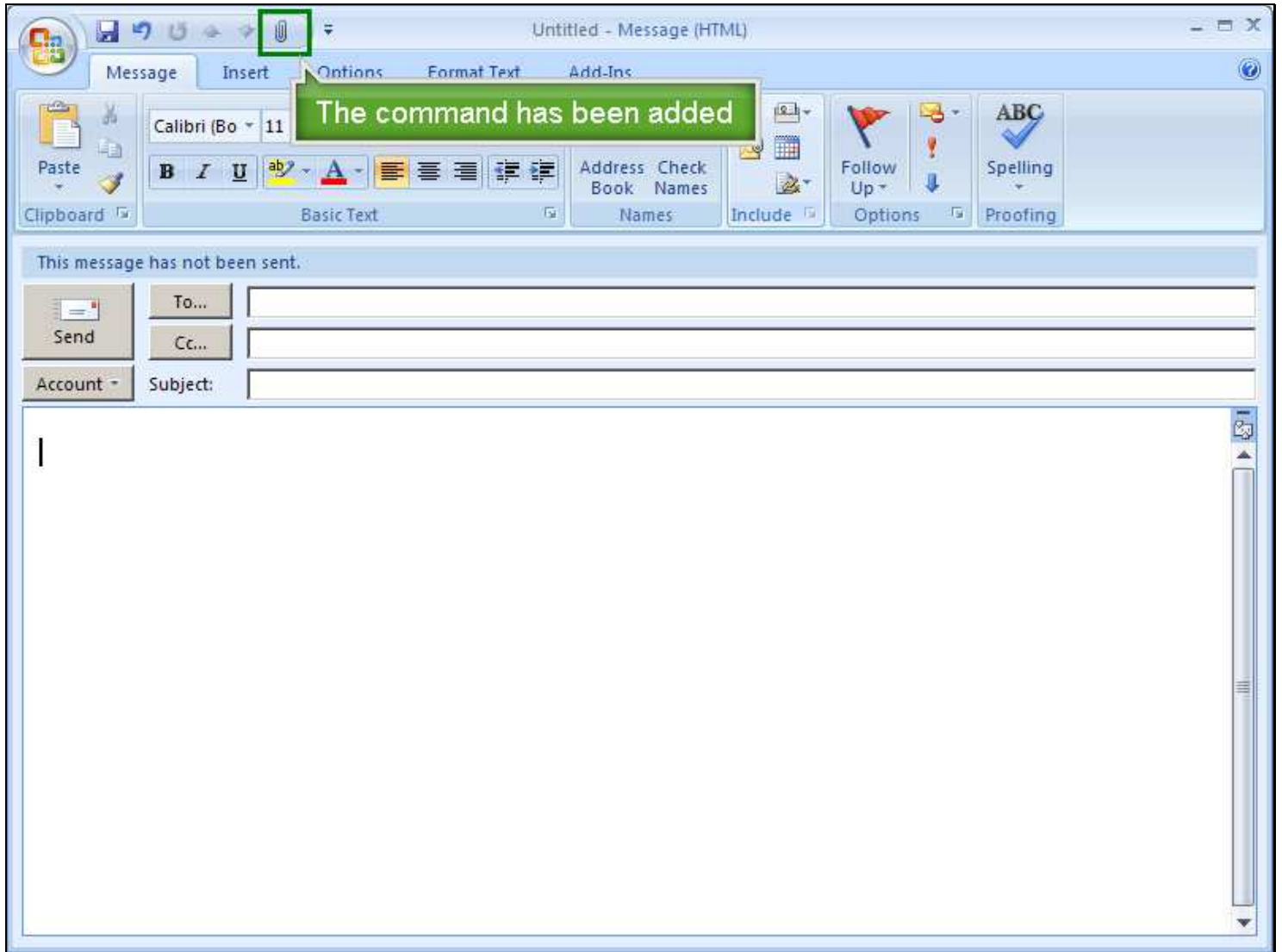
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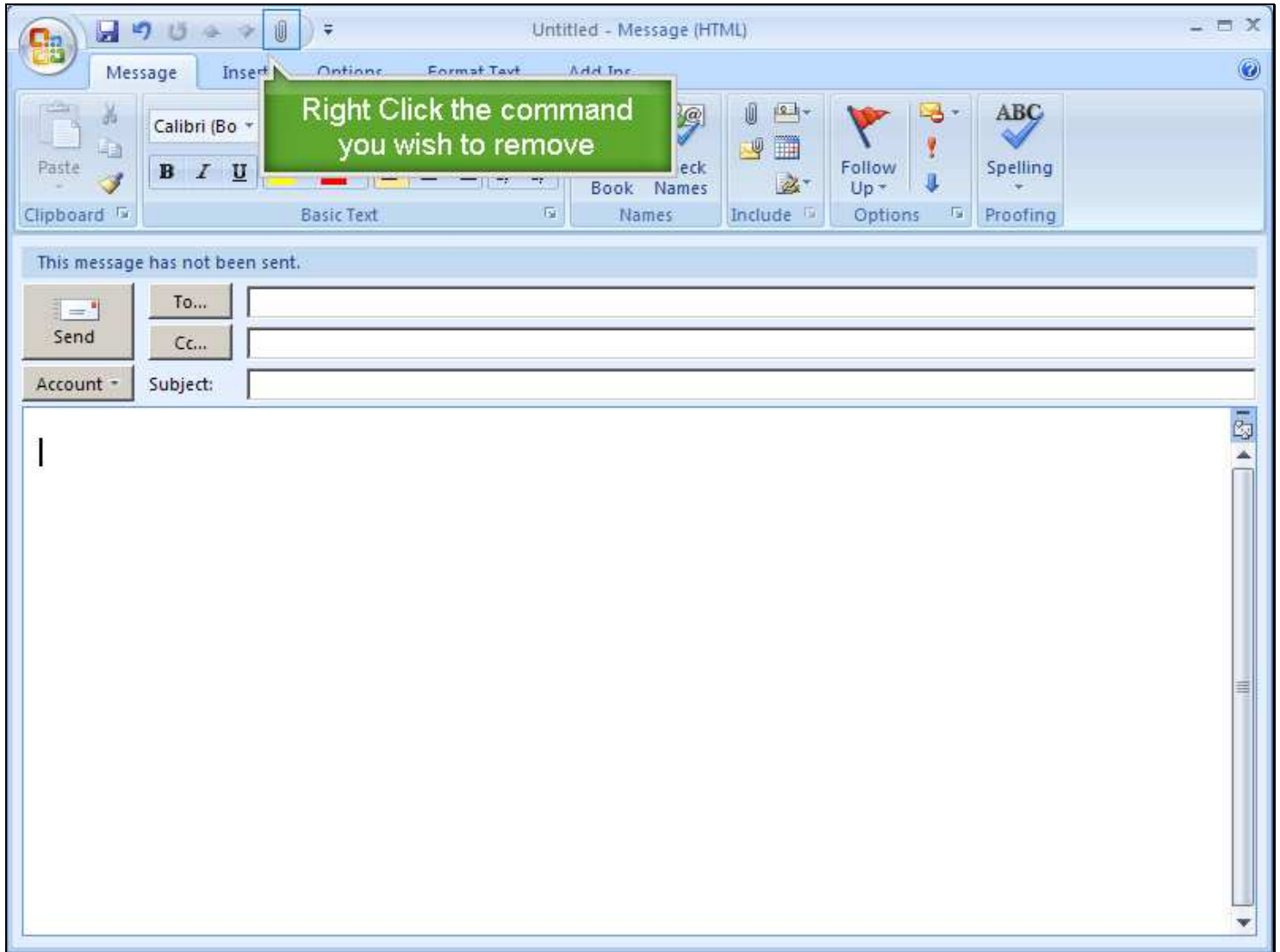
Removing Items from the Quick Access Toolbar

To remove shortcuts from the Quick Access Toolbar, right click on a command and choose Remove from Quick Access Toolbar. Click the button below for a demonstration.

[Click Here for Demonstration](#)

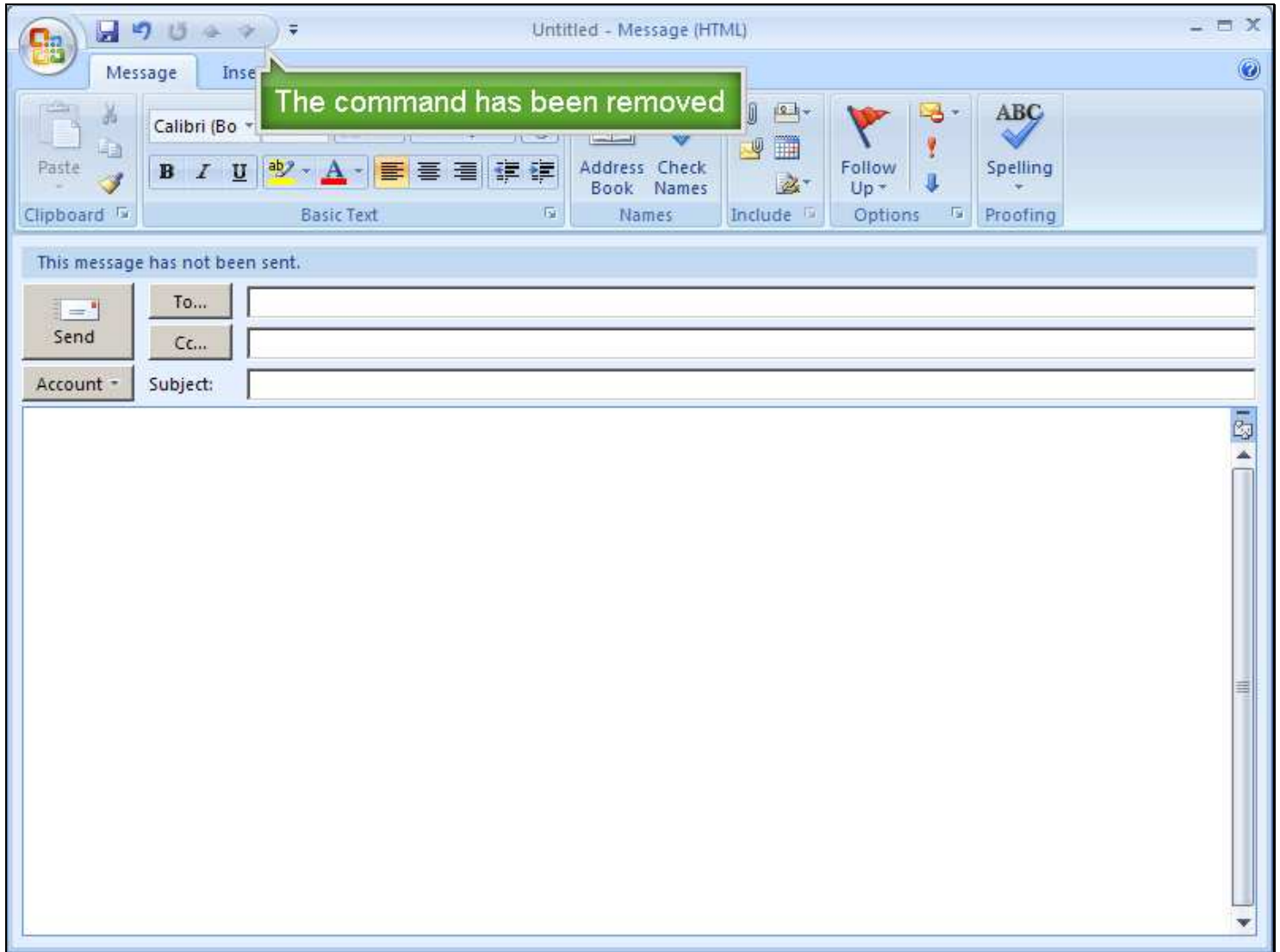
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This is the last slide.

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