

Add/Remove the Toolbars

Different Toolbars are available according to the window which you have opened.

1. Add toolbars to a window by selecting View and then Toolbars.
2. Click on the toolbar you want to display for the window you have open.
3. Click on the toolbar again if you want to remove it from the display view.

There are but a few toolbars for your Mailbox. Standard, Advanced, Task Pane, Web, and Customize.

1. Select Customize under the Toolbars available for the Mailbox, and then click on Commands to locate buttons to options you use frequently which are not on the predefined toolbars.
2. Drag the command button up to the toolbar where it will reside for your convenience.

Many toolbars are available for New Messages.

1. Open a new message.
2. Select View and then Toolbars for toolbars that are available for editing and managing messages as also Word documents.
3. Customize is not available under New Message Toolbars.

Note: You may lose your customized toolbars when Outlook 2003 is reinstalled.