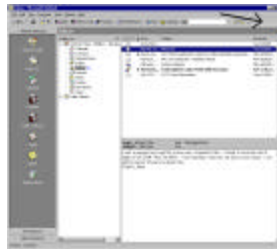


Editing your toolbar settings in Outlook.

Step 1: From within Outlook, **right-click** the mouse on an empty space on the toolbar menu. (Arrow pointing to empty space)

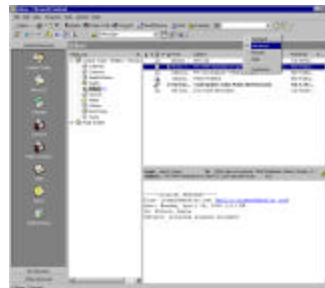


By default, the **Standard** settings should be checked. Outlook offers several different options to choose from; the most common being Standard, Advanced, and Web settings.



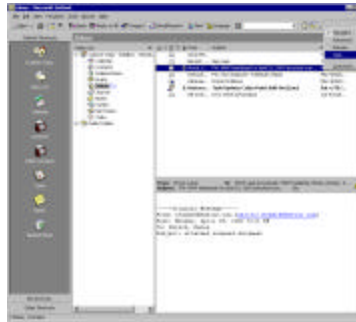
The **Standard** setting provides the basic options on the toolbar menu such as: New Email, Print, Delete, Reply, etc.

Step 2: Another option is the **Advanced** setting. To enable this option, **highlight** Advanced and **left-click** the mouse button.



This option offers you more menu items on the toolbar, items such as a shortcut to Outlook Today, a back button, a folder-up button, etc. If you don't like the extra buttons, you can remove the Advanced setting by **right-clicking** on an empty spot on the toolbar menu, and **left-click** the Advanced option to deselect it.

Step 3: The last option is the **Web** setting. To enable this option, **right-click** on an empty spot on the toolbar menu and highlight **Web** and **left-click**.



This option provides a Web Browser from within Outlook. It puts a URL dialog box in the toolbar for browsing the Internet.



Again, to disable the **Web** setting in Outlook, **right-click** the mouse on an empty part of the toolbar menu and **uncheck** the Web option by highlighting Web and **left-click** the mouse button.