

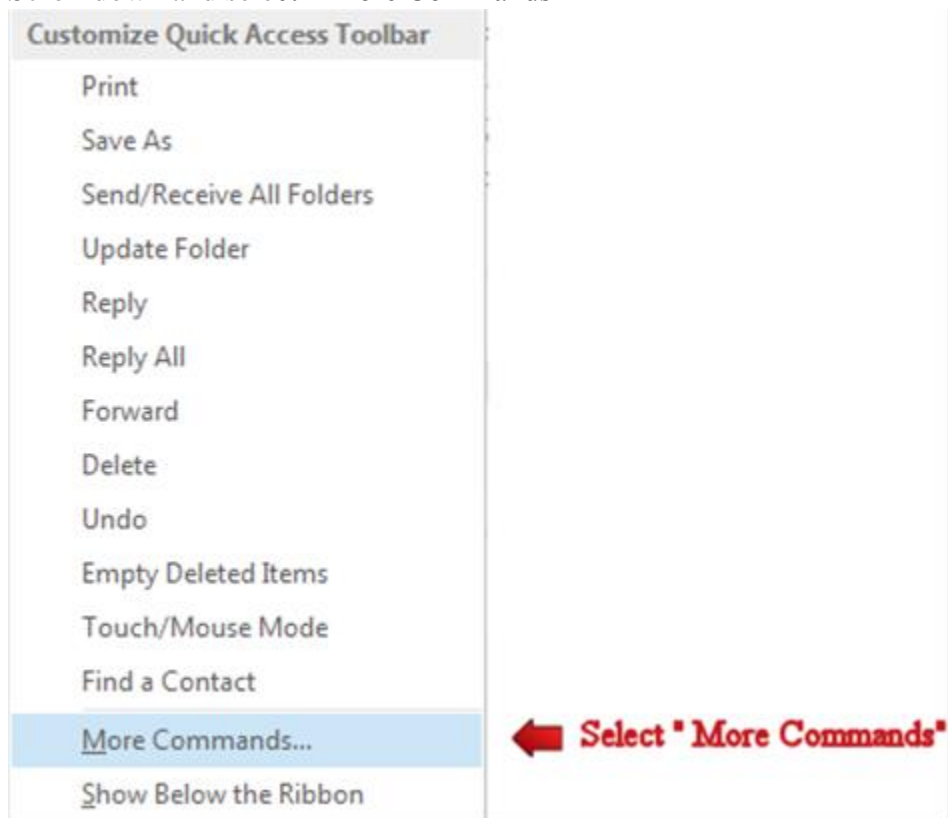
## Customizing the Quick Access Toolbar in Outlook 2013

(Office 2013 has an arrangement of controls that eliminates menus in favor of big Ribbons, tabs, and buttons.)

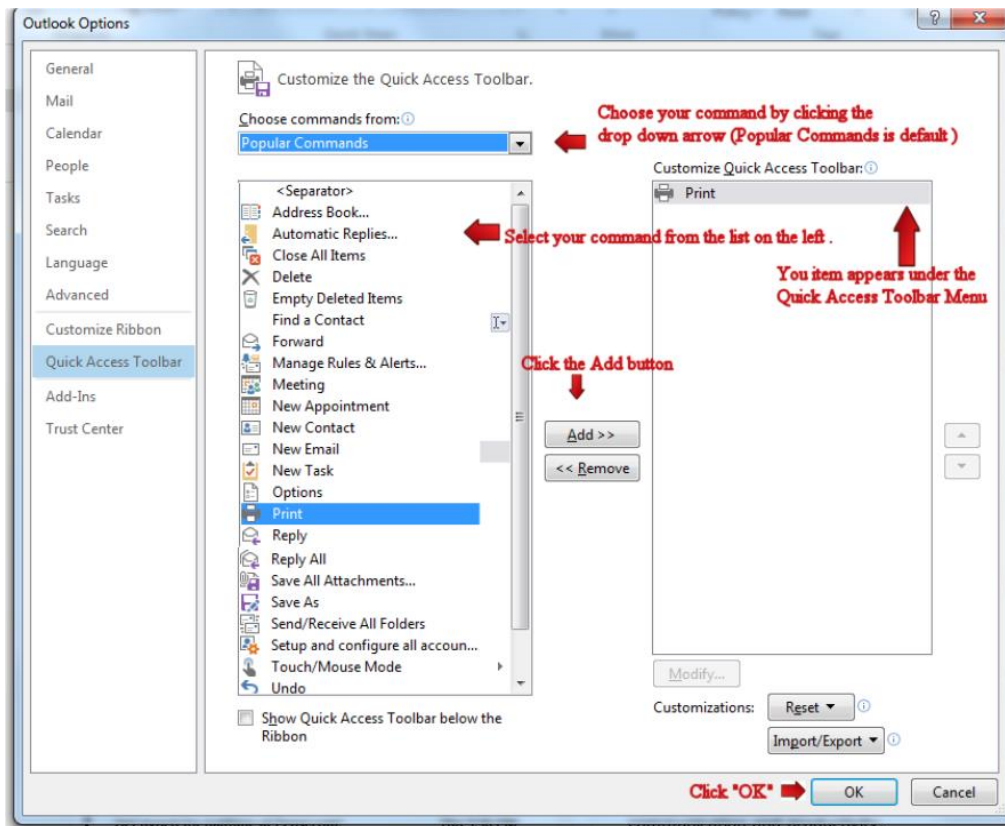
1. Click the little dropdown arrow  above File



2. Scroll down and select “ More Commands “



3. Choose your command by clicking the drop down arrow. We will use Popular Commands in this example.
4. Select your command from the Popular Commands menu
5. Select your command and click the “Add” Button ( I selected Print in this example)
6. The Print command appears in the Quick Access Toolbar menu
7. Click “OK”



8. You will see you the command icon (Example Print) on the Quick Access Tool bar.

