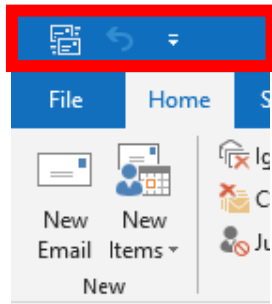# Outlook Quick Access Toolbar (QAT)

Setting Up the QAT

The Quick Access Toolbar (QAT) is sitting in the top right of your Outlook screen. It's been there for years and you've probably ignored it!

✧ To set up the QAT click on the **drop-down arrow** at the end of the QAT and click on every option that you use on a regular basis. (Yes, I know you have to keep clicking back on the drop-down arrow!)

✧ Once you've selected all of the needed options then click on the drop-down arrow again and select **Show Below the Ribbon**. The QAT now moves BELOW the Ribbon and gives you a full toolbar to be able to add more buttons to it.
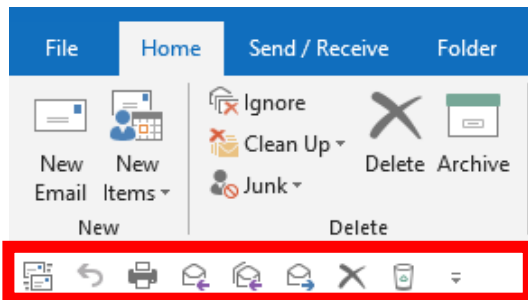
Customizing the QAT

✧ To customize the QAT click on the **drop-down arrow** at the end of the QAT and select **More Commands…**
✧ You can then select commands on the left side of the screen and **Add** them to your QAT on the right.
✧ Suggestion: Change Popular Commands to Commands Not in the Ribbon to see all of the secret commands that Microsoft never put on the ribbon. Some favorite SECRET commands to add are:

Command	Description
Collapse All Groups	Allows you to collapse by whatever you have your email grouped by. For instance it collapses all the From names when you have it grouped and sorted by From
Expand All Groups	Expands all collapsed groups and shows all emails
Mailbox Cleanup	Open up the opens in order to quickly clean up your mailbox
Notes	Switches to the Notes application in order to see your quick sticky notes
Save All Attachments	Save all attachments in selected email

More Tricks. Less Clicks.

Rearranging the Buttons on the QAT

 ✧ To change the order of the buttons on the QAT click on the **drop-down arrow** at the end of the QAT and select **More Commands…**
 ✧ Then use the **up and down arrows** on the right side of the box to move commands up and down.

Adding Additional Buttons to the QAT

 ✧ In addition to doing everything stated above, you can also add buttons quickly by just right-clicking on any button on the Ribbon and select **Add to Quick Access Toolbar.**
 ✧ Suggestion: Any time it takes you more than 10 minutes to find that stupid button on the ribbon, once you finally find it, add it to the QAT so you never have to search so hard for it again!
 ✧ Suggestion: Some favorite commands to add are:

Command	Description
Home tab – Meeting	Generates an meeting invite for everyone in the To, CC and BCC of the selected email
Home tab – Filter Email	Allows you to quickly find emails by using the Filter feature
Folder tab – New Search Folder	Creates a new search folder so that you can quickly find emails based on a certain pattern. For instance, you can setup a search folder so that every email from a specific person is found no matter what folder it is stored in. It doesn't move emails – it just shows you the found email on the screen.
View tab – Open in New Window	This allows you to open an Outlook app in another window instead of always replacing the main window. For instance, you can open the Mail app in one window and open the Calendar app in another window. (Especially helpful when working with multiple monitors!)
Search tab – Recent Searches (the Search tab is only visible if you first click in the Search box)	Quickly gives you the ability to re-run a search that you just ran recently

More Tricks

 ✧ The thing that most Outlook users complain about the most is how long it takes to actually find the email that they are looking for and that's usually because so many users just click in the search box and type in their criteria! Here's some tricks on how to conduct better searches:
   o Use the Search tab – it appears on top of your screen once you click in the Search box. To use if efficiently, use the buttons on the ribbon BEFORE you type in criteria. For instance, if you are searching an email by FROM, then click on the FROM button on Search tab and THEN type in the name.
   o Use the Filter option – see above on adding this button to the QAT to make even more efficient
   o Use Search folders – see above on adding this button to the QAT to make even more efficient

Less Clicks

 ✧ Once you setup the QAT you should not have to use the File tab! That alone should save you MANY clicks per day.
 ✧ If everything you need on a daily basis is now on the QAT, you may not even need the Ribbon anymore (since it takes up a lot of screen space). To hide the Ribbon you can double-click on the word **Home**. (The Home tab.) The Ribbon is then hiding but will come back when you need it by clicking on any tab. Once you click off the tab the Ribbon will hide again. To bring the Ribbon back permanently just double-click on the Home tab again!

More Tricks. Less Clicks.