Adding/Removing Shortcuts to Commonly Used Folders in Outlook

Add Shortcuts

Use the following steps to add a shortcut to your Outlook Bar. Shortcuts will save you time and reduce the need to search through a long list of folders.

Step	Action
1.	Open **Outlook**.
2.	On the **Outlook Bar**, right-click the gray background of the group where you want to add the shortcut.
3.	Click **Add To Outlook Bar** on the shortcut menu. The Add To Outlook dialogue box will appear.
4.	In the **Folder Name** box, locate the folder you wish to create a shortcut too. Click the name of the folder to highlight it.
5.	Click the **OK** button. The shortcut is now in your Outlook Bar.

Remove Shortcuts

The following steps will remove undesired shortcuts from the Outlook Bar.

Step	Action
6.	On the **Outlook Bar**, right-click the undesired shortcut.
7.	Click **Remove From Outlook Bar** on the shortcut menu. The confirmation screen will appear.
8.	Click **YES**. The shortcut is removed.