

# Outlook

## How to add an Macro to the toolbar in Outlook?

Adding a macro toolbar in Outlook:

Make sure that your toolbar is visible:

View, Toolbars and select your toolbar

Then:

Tools, Customize

Select Tab: Commands

Select Categorie: "Macros"

Click "Rearrange Commands"

Select option Toolbar

and select via dropdown list the appropriate toolbar

Click Add

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