The Advanced Toolbar

The Advanced toolbar allows you to view advanced options for a specific pane or folder. The Advanced toolbar contains specific buttons to each folder. The Advanced toolbar also contains buttons, such as Back and Forward, that are common to all folders.

To display the Advanced toolbar:

1. Click on the View tab located on the menu bar.
2. Click on Toolbars
3. Click on the word Advanced.

The Advanced toolbar will be displayed below the Standard toolbar toward the top of the Outlook window. To view what each button does, hover the mouse pointer over the icon and the text description will display.