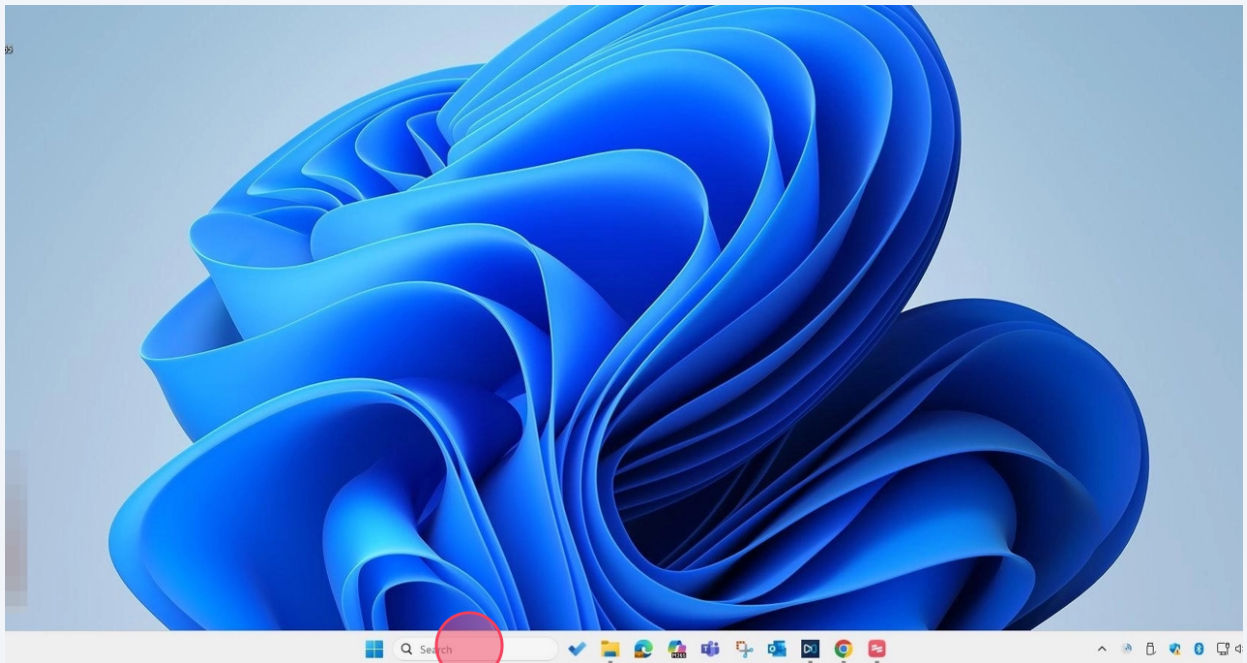


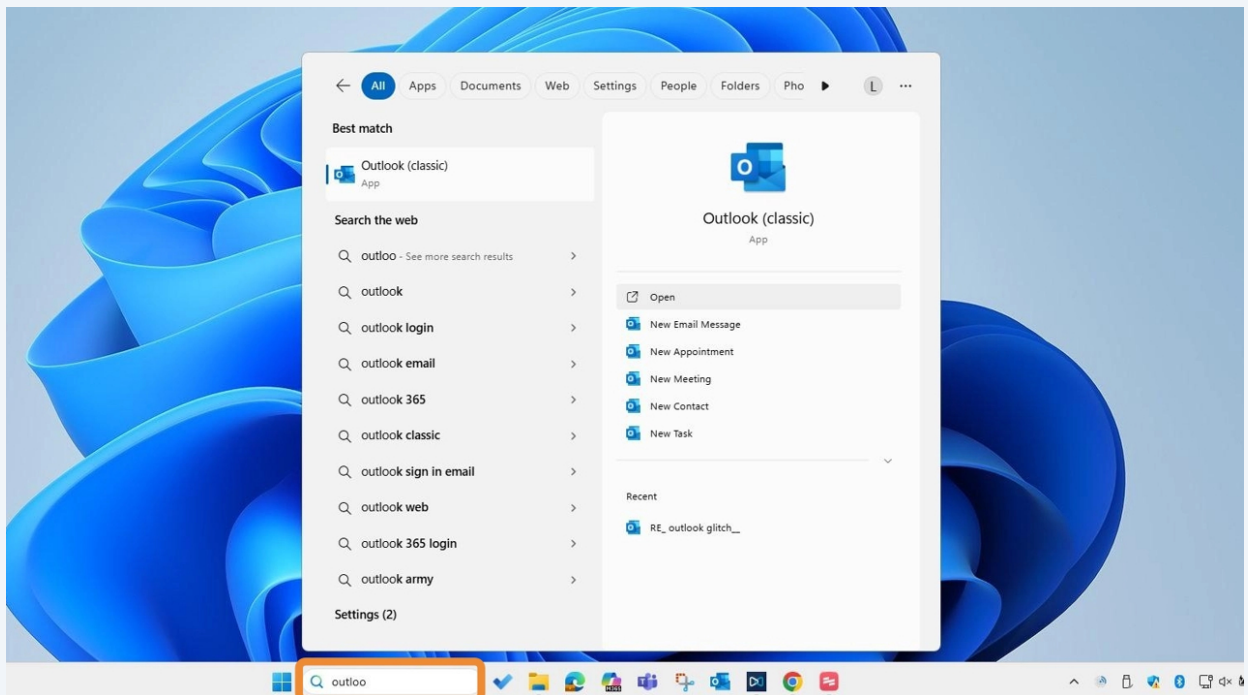
#9 Reverting to Classic View in Outlook

This guide provides a straightforward method reverting to the Classic View in Outlook, making it easier for users who prefer a familiar interface. By following the concise steps outlined individuals can quickly navigate the transition and enhance their productivity. Whether you're a seasoned Outlook user or new to the application, this resource simplifies the process and ensures a smoother experience.

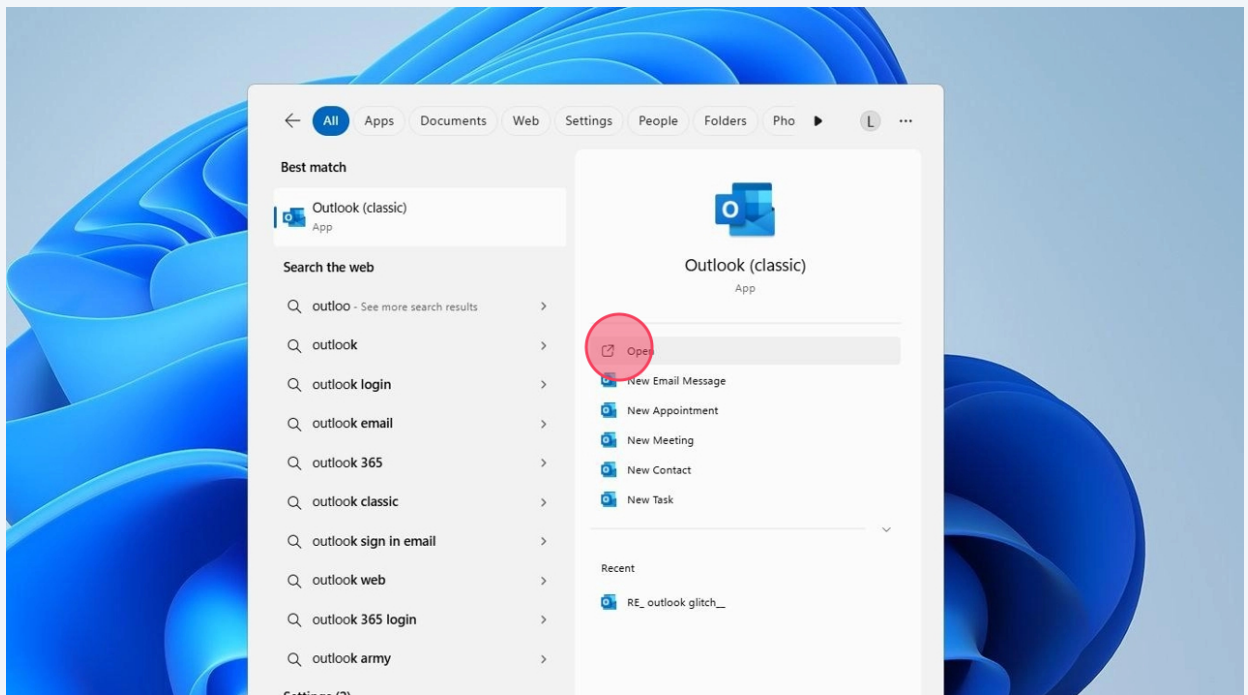
1 Open Outlook by clicking on search



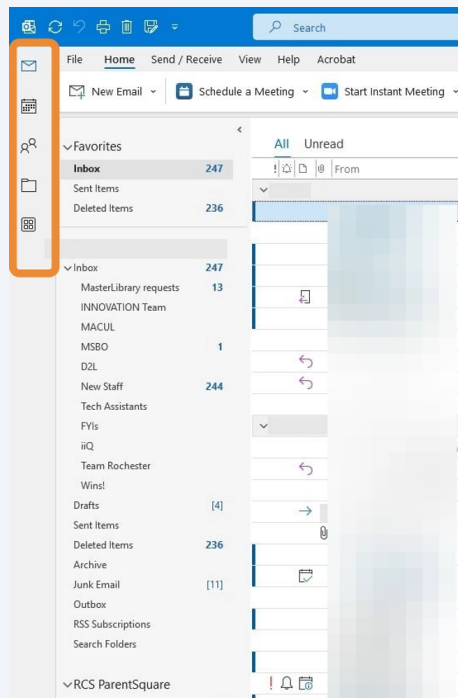
2 Type outlook in the search bar



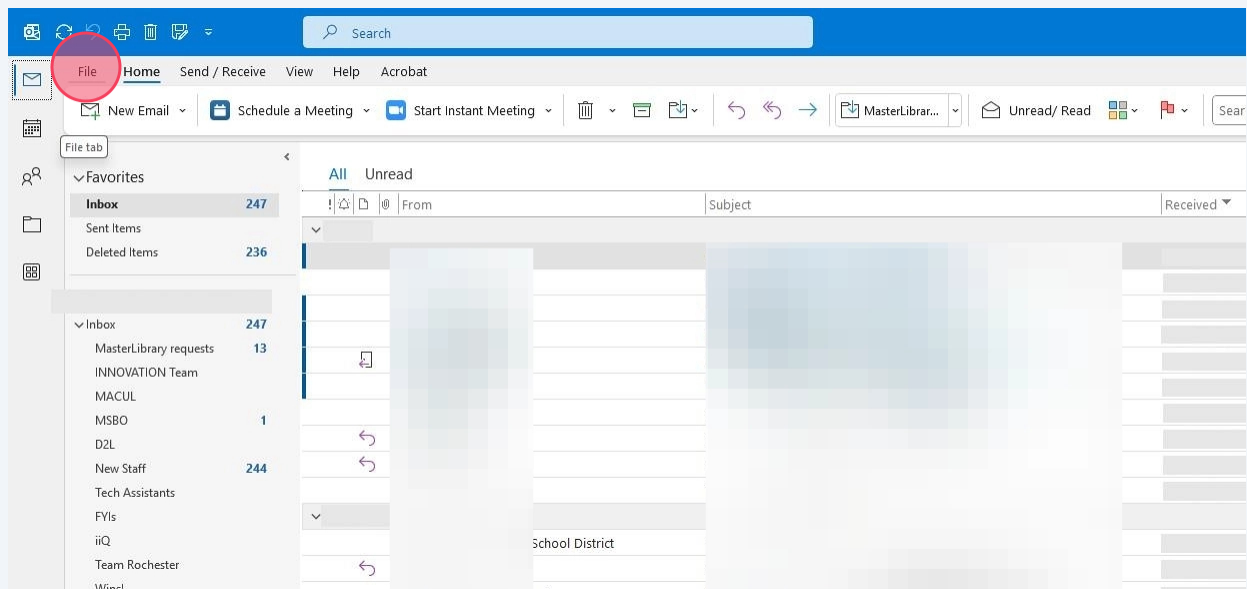
3 Click Open



4 This is the new look streamlined Outlook with the To-do bar on the side

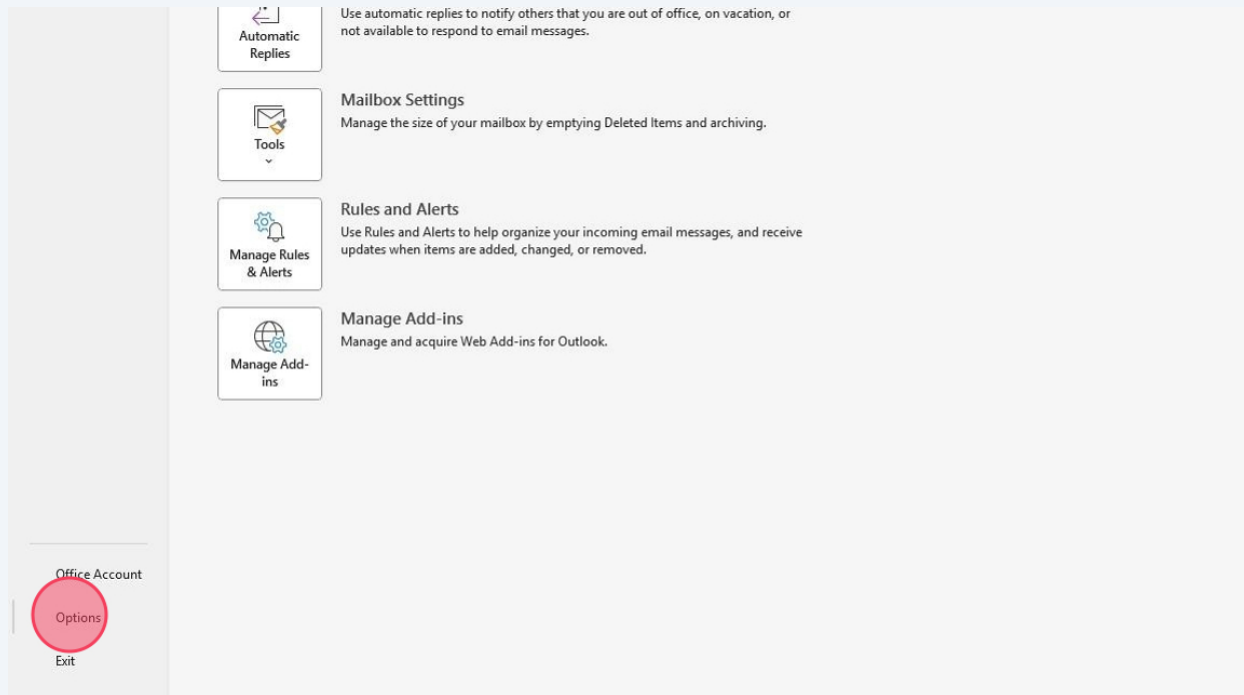


5 Click "File Tab"



6

Click "Options"



7 Click "Advanced"

Outlook Options

General

Mail

Calendar

People

Tasks

Search

Language

Accessibility

Advanced

Customize Ribbon

Quick Access Toolbar

Add-ins

Trust Center

General options for working with Outlook.

Cloud storage options

☒ Store my Outlook settings in the cloud (requires restarting Outlook) ⓘ

User Interface options

When using multiple displays: ⓘ

☒ Optimize for best appearance

☐ Optimize for compatibility (application restart required)

☒ Show Mini Toolbar on selection ⓘ

☒ Enable Live Preview ⓘ

ScreenTip style: Show feature descriptions in ScreenTips ▾

Personalize your copy of Microsoft Office

User name: Lacey, Lynn

Initials: LL

☐ Always use these values regardless of sign in to Office.

Office Background: Calligraphy ▾

Office Theme: Colorful ▾ ☐ Never change the message background color

Privacy Settings

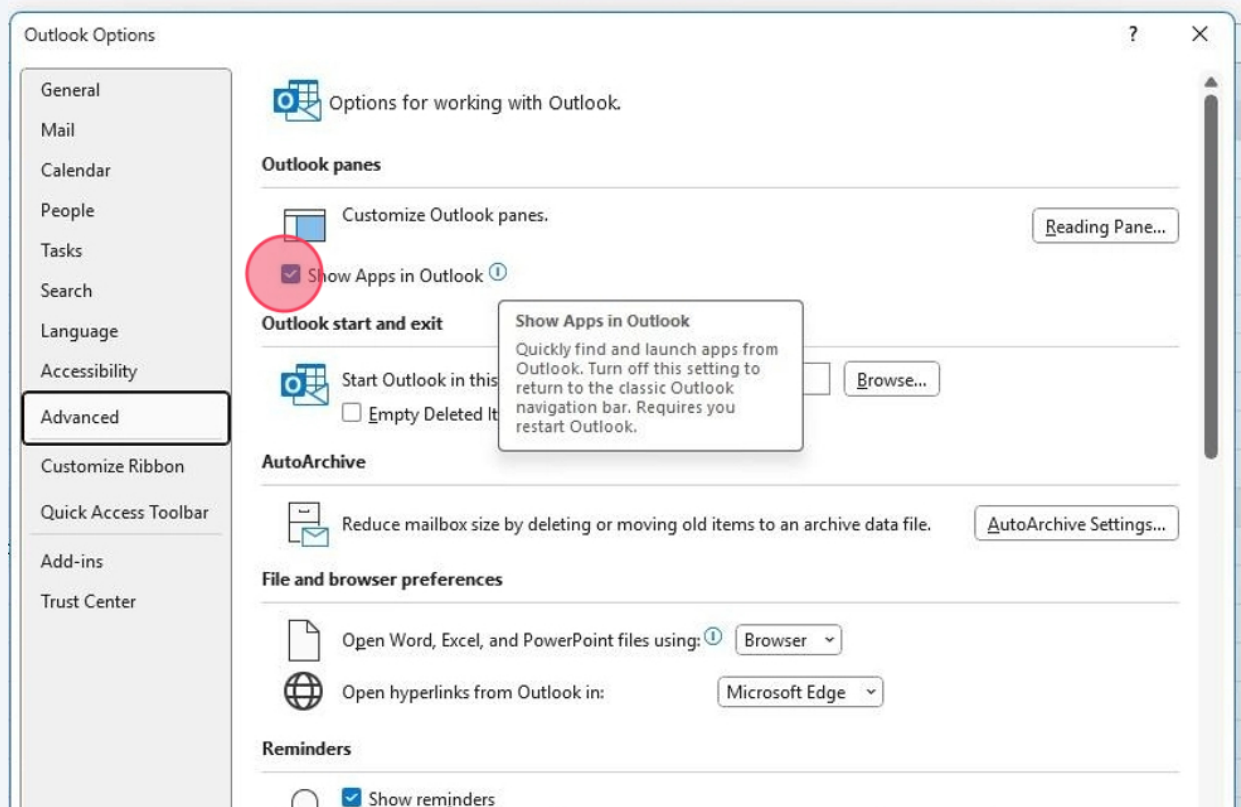
Privacy Settings...

Start up options

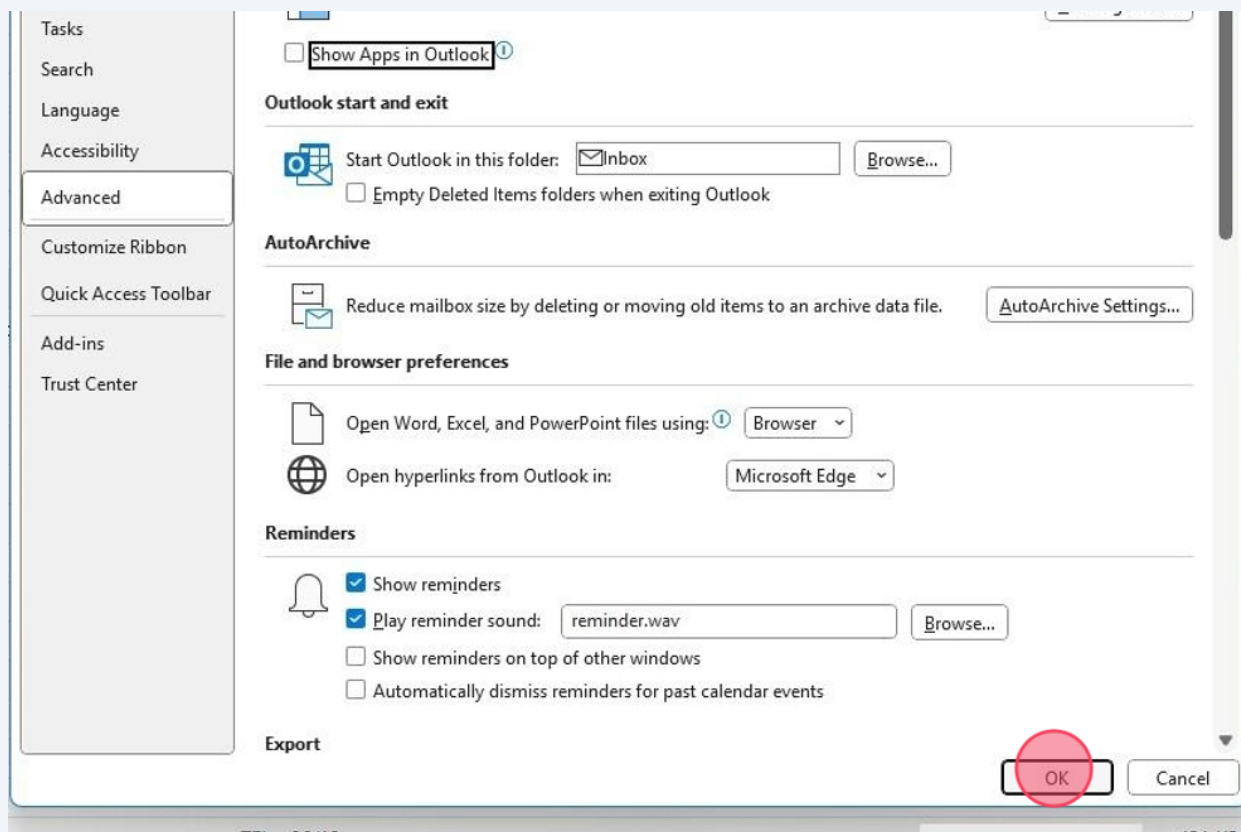
When Outlook opens: Ask me if I want to reopen previous items ▾

8

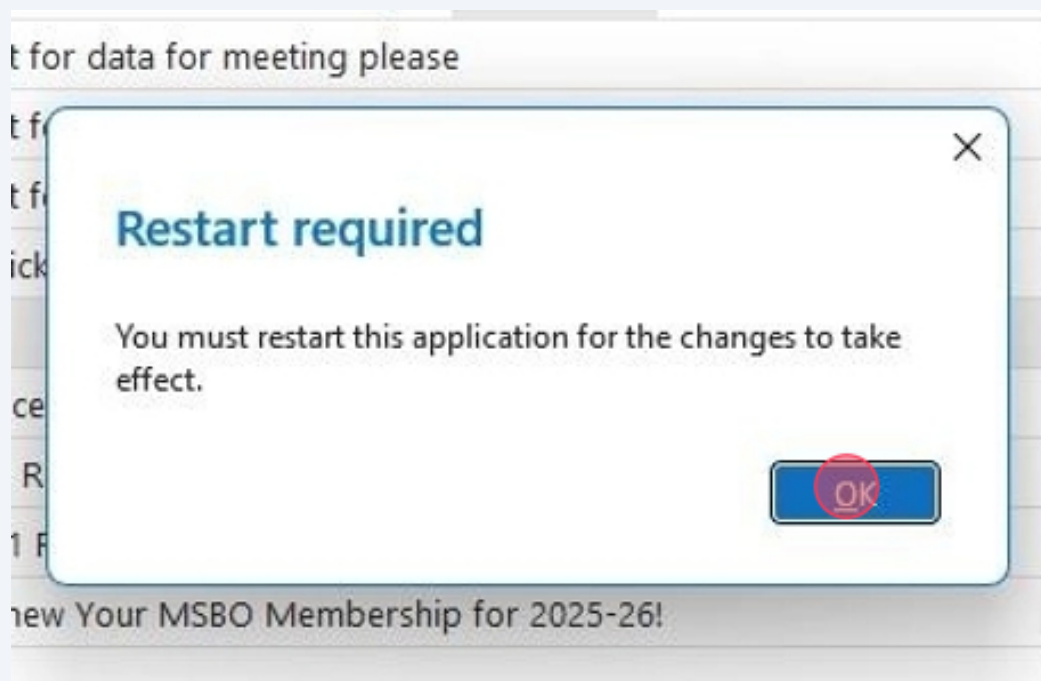
Click "Show Apps in Outlook" to restore the classic look in Outlook



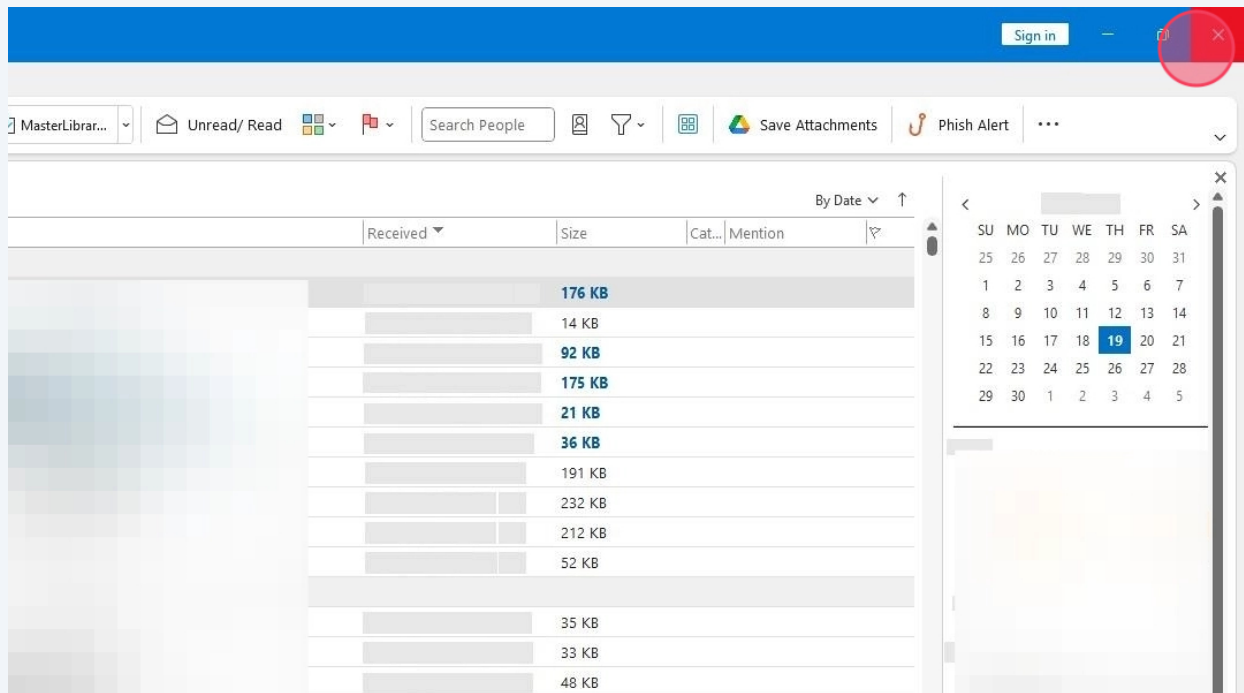
9 Click "OK"



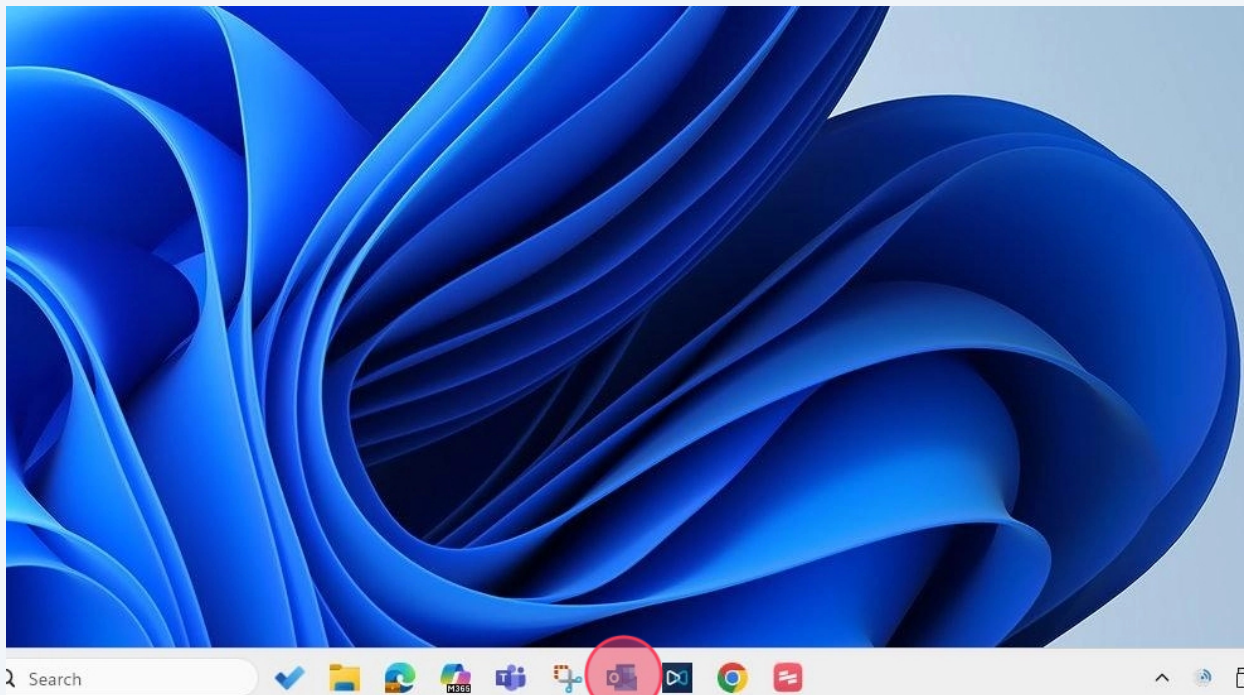
10 A restart is required to relaunch Outlook - click "OK"



11 Click "Close" to restart



12 Open Outlook through shortcut or type Outlook in search bar



13 Notice the "To -Do" bar is back on the bottom and the classic look is restored

