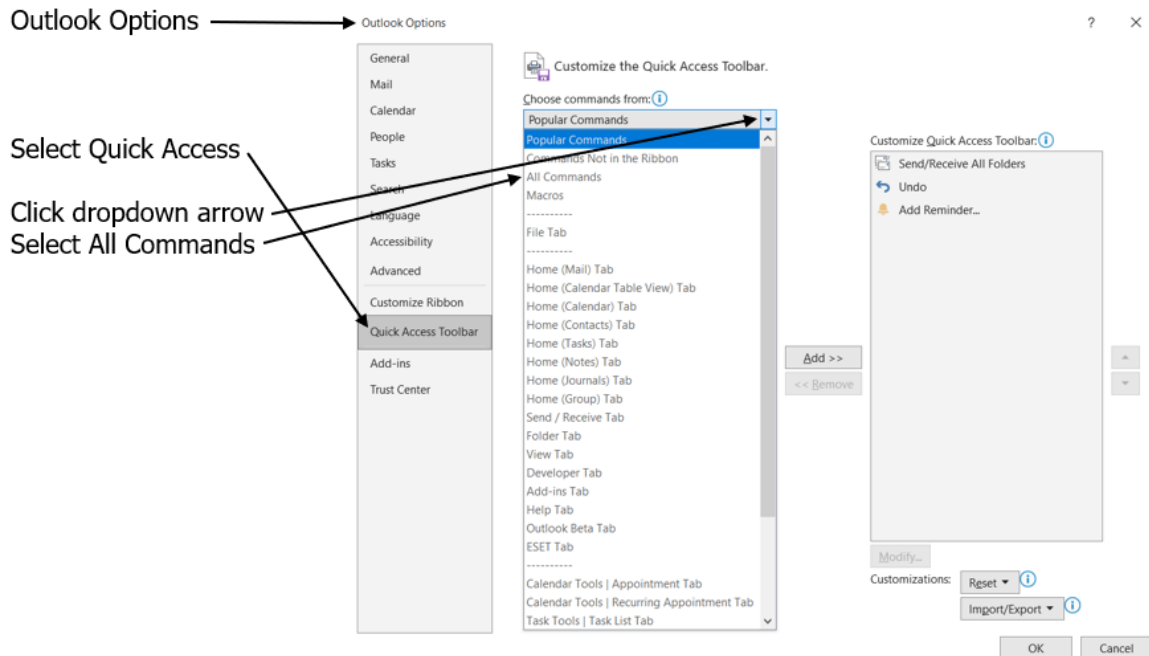


## Add "Add Reminder" to Quick Access Bar

Open Outlook

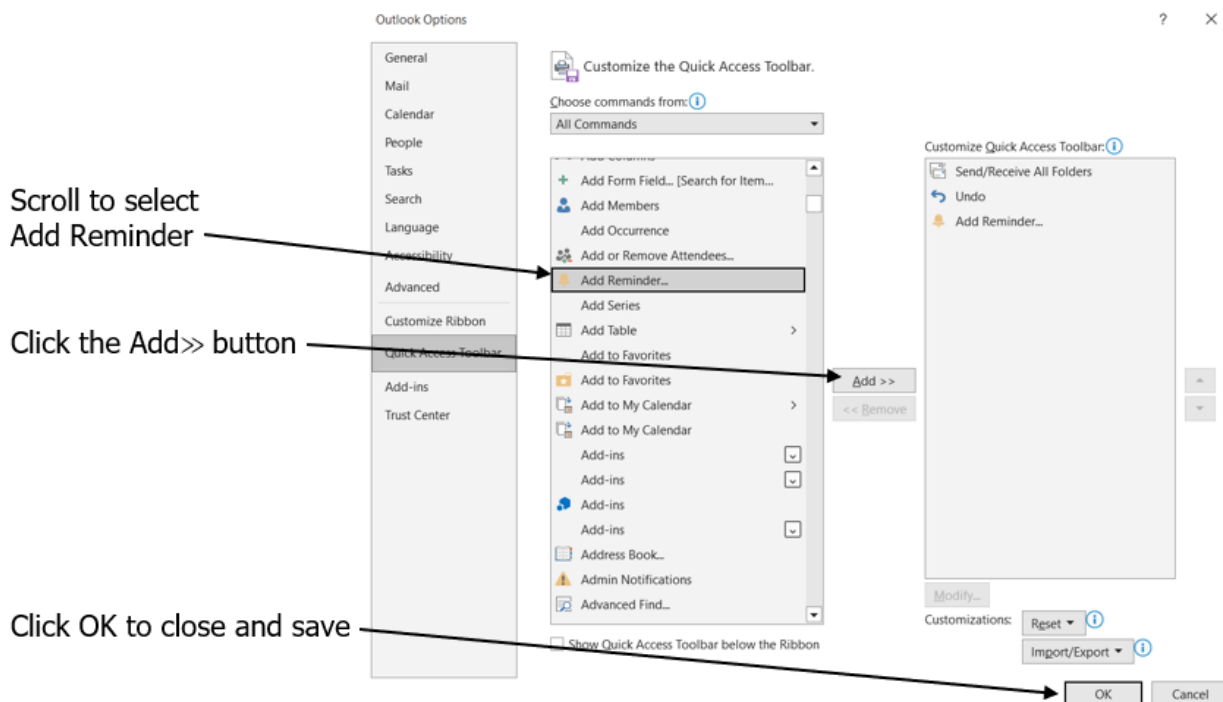
Select File > Options to open the Outlook Options window as shown below




Select the Quick Access page

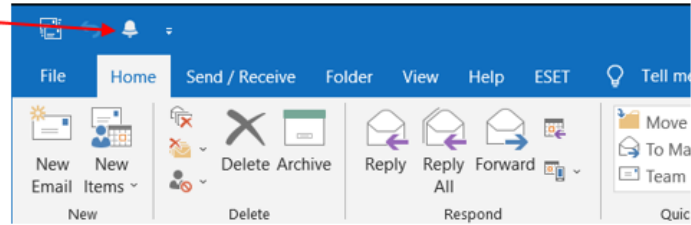
In the box under Choose commands from: click the dropdown arrow and select All commands.

The All Commands will list alphabetically. Scroll to find **Add Reminder** and click to highlight it as shown below;



This will add the Add Reminder icon (  ) to the Quick Access in the main Outlook window as shown below

Add Reminder icon



Highlight an unopened email in the Inbox of the main Outlook window and then click the Add Reminder icon in the Quick Access bar at the top to open the Add reminder window for that email.

The Quick Access bar for an opened email is different from the main Outlook window. If you desire this Add Reminder icon in the Quick Access bar of an opened email you will need to add that to the Options for the open email just as you did above for the main Outlook window. It function in the open email just as it did in the main Outlook window.