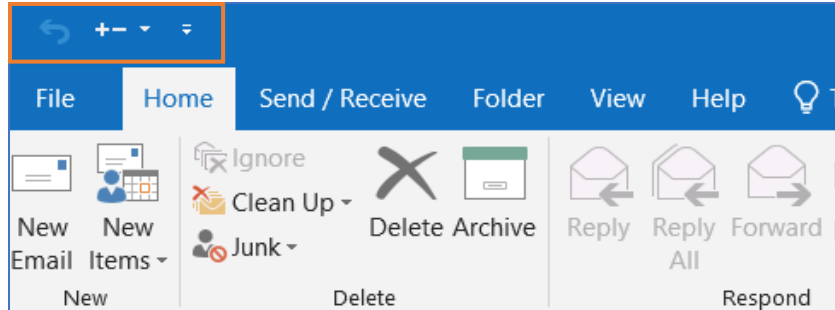


Add Tools to your Outlook Quick Access toolbar & Adding the Expand/Collapse Groups

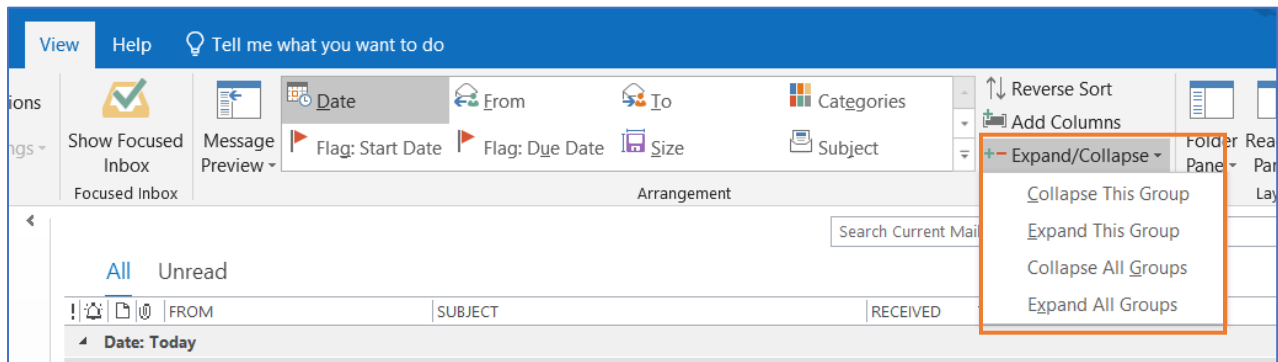
Right-clicking on most tools will allow you to add it to the Quick Access toolbar



Add the Expand/Collapse tools

Click on View Tab

Click on the +- Expand/Collapse button this will give you the Expand/ Collapse options



Right click on the +- Expand/Collapse button and you can add it to your Quick Access toolbar.

