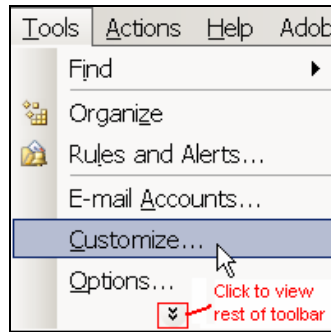


General: Personalized Menu – Customizing Drop-Down Menus

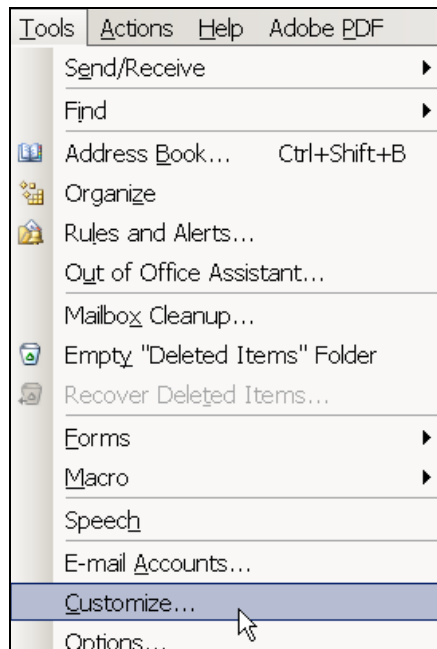
Purpose

To demonstrate how personalized menus work.

- Outlook defaults to **"personalized"** menus on the drop-down menus. These only show menu items that you use most frequently. Here is an example of a personalized menu:



- You may change this option to show **"full"** menus which display all choices regardless of usage. Here is an example of a full menu:



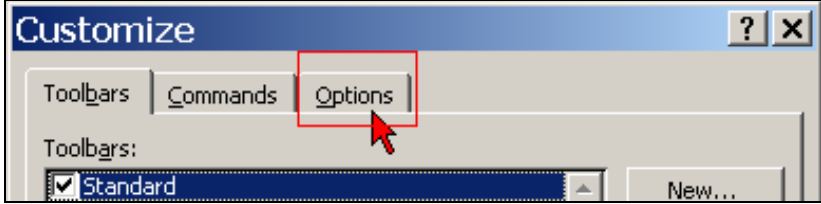
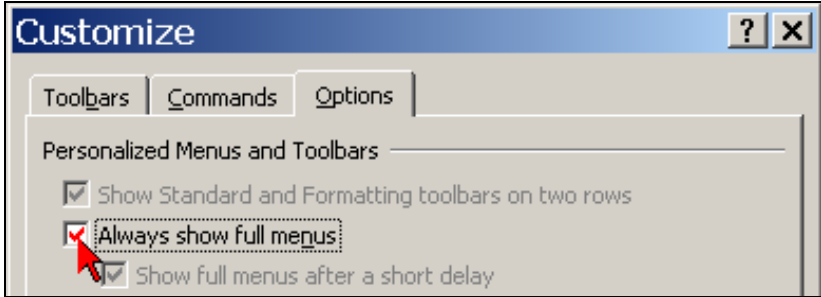
Applicable usage

- Outlook 2003 Client

Continued on next page

General: Personalized Menu – Customizing Drop-Down Menus, Continued

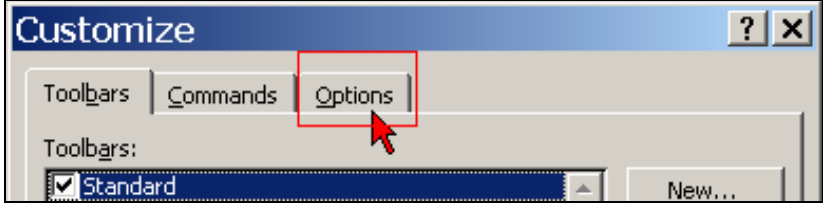
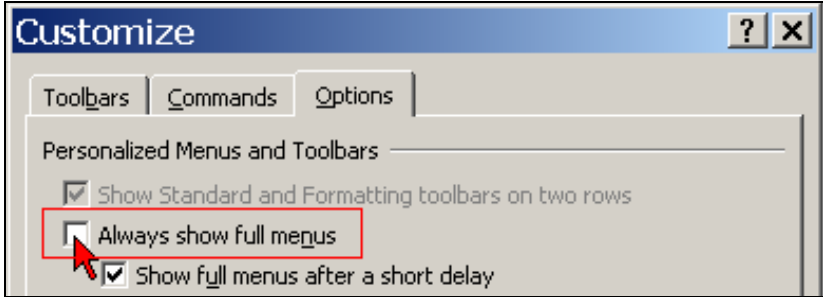
Procedure – How to show FULL MENUS

Step	Action
1	At the main toolbar, click TOOLS.
2	On the drop-down menu, click CUSTOMIZE. <i>Result:</i> You will receive Customize screen.
3	Click the OPTIONS tab.  A screenshot of the 'Customize' dialog box. The 'Options' tab is selected and highlighted with a red box. A red mouse cursor is pointing at the 'Options' tab. Below the tabs, there is a 'Toolbars:' section with a list box containing 'Standard' and a 'New...' button.
4	Click the ALWAYS SHOW FULL MENUS box so a checkmark appears.  A screenshot of the 'Customize' dialog box, showing the 'Options' tab. Under the 'Personalized Menus and Toolbars' section, the 'Always show full menus' checkbox is checked and highlighted with a red box. A red mouse cursor is pointing at the checkbox. Other checkboxes include 'Show Standard and Formatting toolbars on two rows' and 'Show full menus after a short delay'.
5	Click the CLOSE button.

Continued on next page

General: Personalized Menu – Customizing Drop-Down Menus, Continued

Procedure – How to show PERSONALIZED MENUS

Step	Action
1	At the main toolbar, click TOOLS.
2	On the drop-down menu, click CUSTOMIZE. <i>Result:</i> You will receive Customize screen.
3	Click the OPTIONS tab.  A screenshot of the 'Customize' dialog box. The 'Options' tab is selected and highlighted with a red box. A red mouse cursor is pointing at the 'Options' tab. Below the tabs, there is a 'Toolbars:' section with a list box containing 'Standard' (checked) and a 'New...' button.
4	Click the ALWAYS SHOW FULL MENUS box so it is blank.  A screenshot of the 'Customize' dialog box, showing the 'Options' tab. Under the 'Personalized Menus and Toolbars' section, the 'Always show full menus' checkbox is unchecked and highlighted with a red box. A red mouse cursor is pointing at the checkbox. Other checkboxes include 'Show Standard and Formatting toolbars on two rows' (checked) and 'Show full menus after a short delay' (checked).
5	Click the CLOSE button.