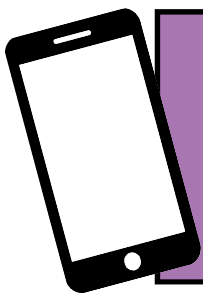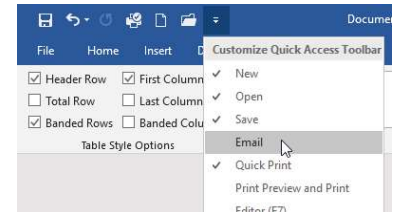# Quick Access Toolbar

What is the Quick Access Toolbar?

This toolbar is displayed along the top of your screen providing quick access to functions which would normally be a few clicks within the ribbons.

How do I add/remove icons in the Quick Access Toolbar?

1. Click the down pointing arrow in the toolbar.
2. Click an unticked function to display the relevant icon in the toolbar.
3. Click one of the ticked functions to hide the icon.

For help and assistance call the ICT Helpdesk: **0141-342 1570**

Available during office hours. For critical support at other times refer to the out-of-hours phone list.