

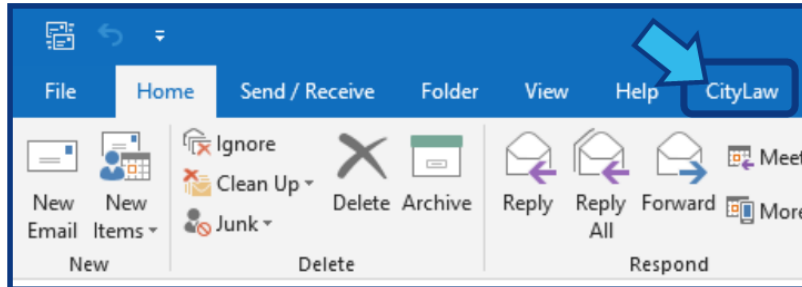
There are 3 steps to complete this task:

1. In Outlook, select the CLW Tab.
2. Right-click the desired icon.
3. Select 'Add to Quick Access Toolbar'.

## Standard Guide

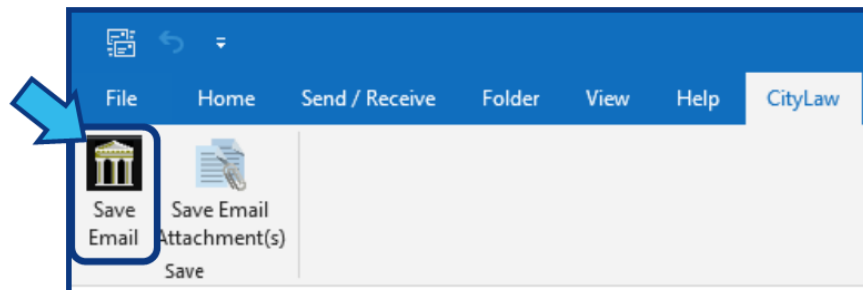
### Step 1. In Outlook, select the CLW Tab.

The **CLW Tab** is located in the **Menu Bar** at the top of the **Outlook** window. It may show as **CityLaw**, **CountyLaw**, or **Cycom**.



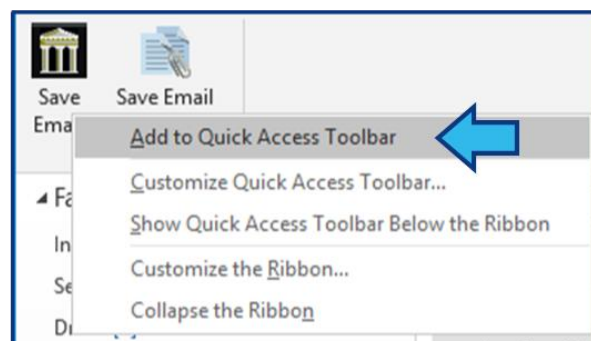
### Step 2. Right-click the desired icon.

This example shows how to add the **Save Email** icon. While hovering your mouse over the **Save Email** icon, right-click to see icon display options.

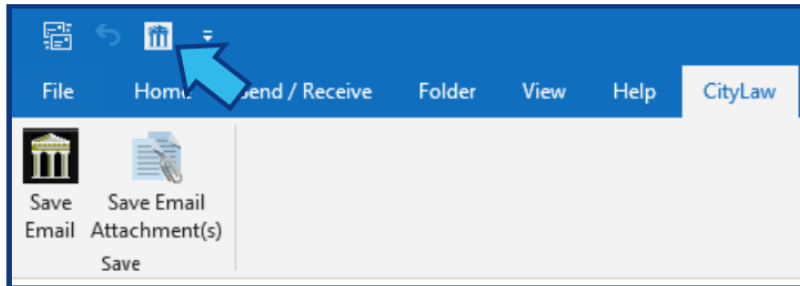


### Step 3. Select 'Add to Quick Access Toolbar'.

Select '**Add to Quick Access Toolbar**'.



The **Save Email** icon will appear in the **Quick Access Toolbar** at the top-left of the Outlook window.



Repeat these steps, using the **Save Email Attachment(s)** icon, to add it to the **Quick Access Toolbar**.