



CLOSING LEFT NAVIGATION BAR OUTLOOK 365 WEB APP

Please see [Tips for Microsoft 365](#).

1. To reduce the amount of information on your screen while in Outlook 365 web app, minimize the left navigation pane, and create more space just for your emails.
2. To do this, at the top left corner next to the **New message** button, click the **three lines** .
3. Your left navigation pane should minimize, and you should be able to see all the icons that are usually at the bottom left corner for easy access.
4. To restore the left navigation pane, simply click on the three lines again, and the navigation pane will reappear as normal.

CLOSING LEFT NAVIGATION BAR OUTLOOK 2016/2019 DESKTOP APP

1. In Outlook 2016/2019 desktop app, on the left navigation pane, find the word **“Favorites”**.
2. To the immediate right of **Favorites**, you will see an expansion symbol < pointing to the left.
3. Click on the expansion pane, and it will collapse.
4. To restore your left navigation pane, click the expansion symbol > facing to the right.
5. Once your navigation pane opens, click the pin symbol  to make your navigation pane stay.