

## Enable Ink in Outlook 2007

This document describes how to

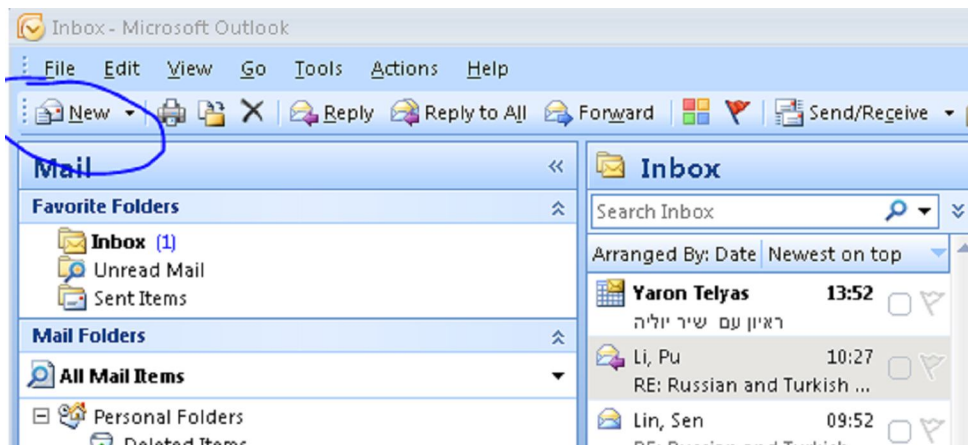
- Add the Ink feature in Microsoft Outlook 2007 toolbar
- Use Ink in new Email messages

To enable Ink, the following must be installed:

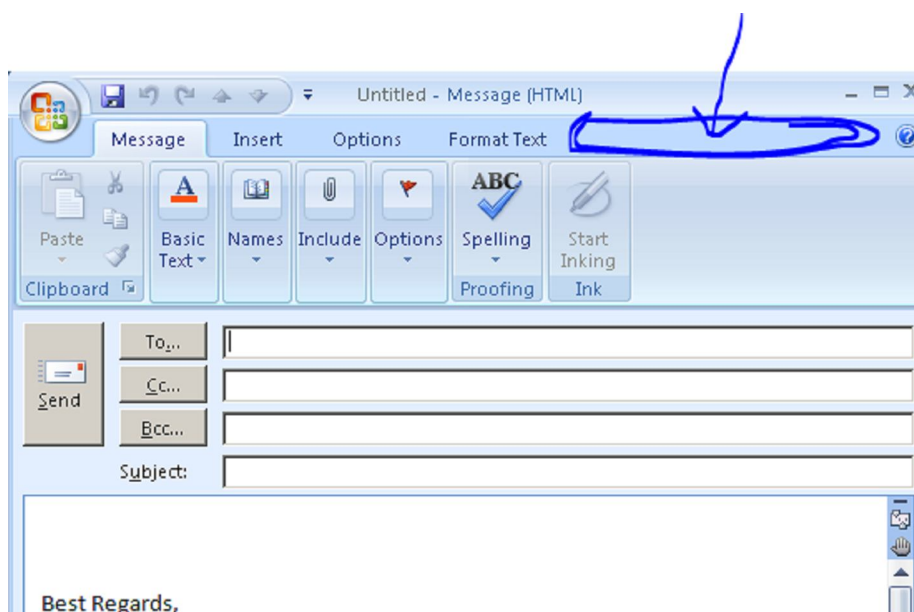
- Outlook 2007
- Tablet Hardware

**Adding Ink to Outlook toolbar:** Note: You only need to do the following steps once

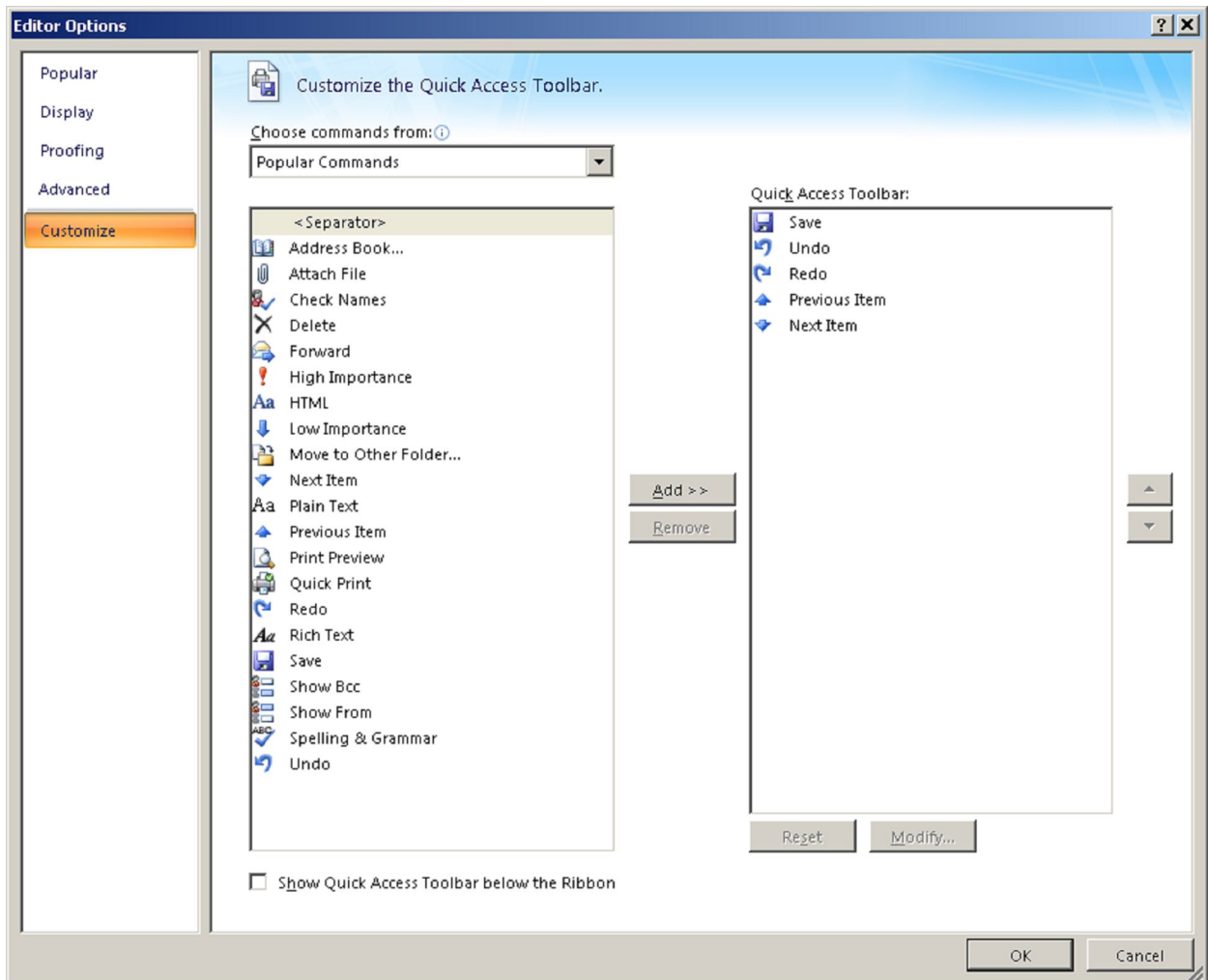
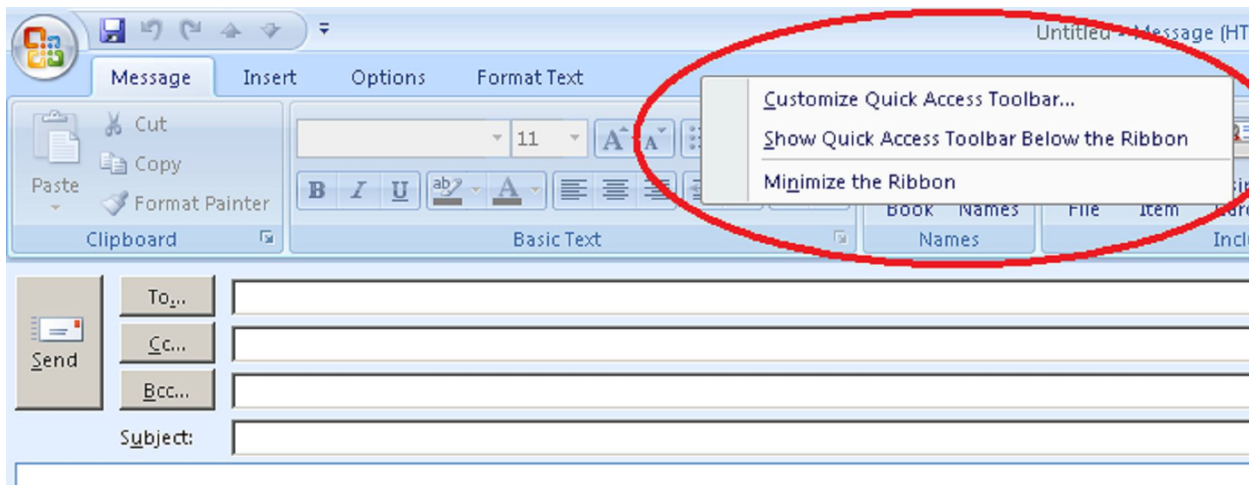
1. Start a new mail message



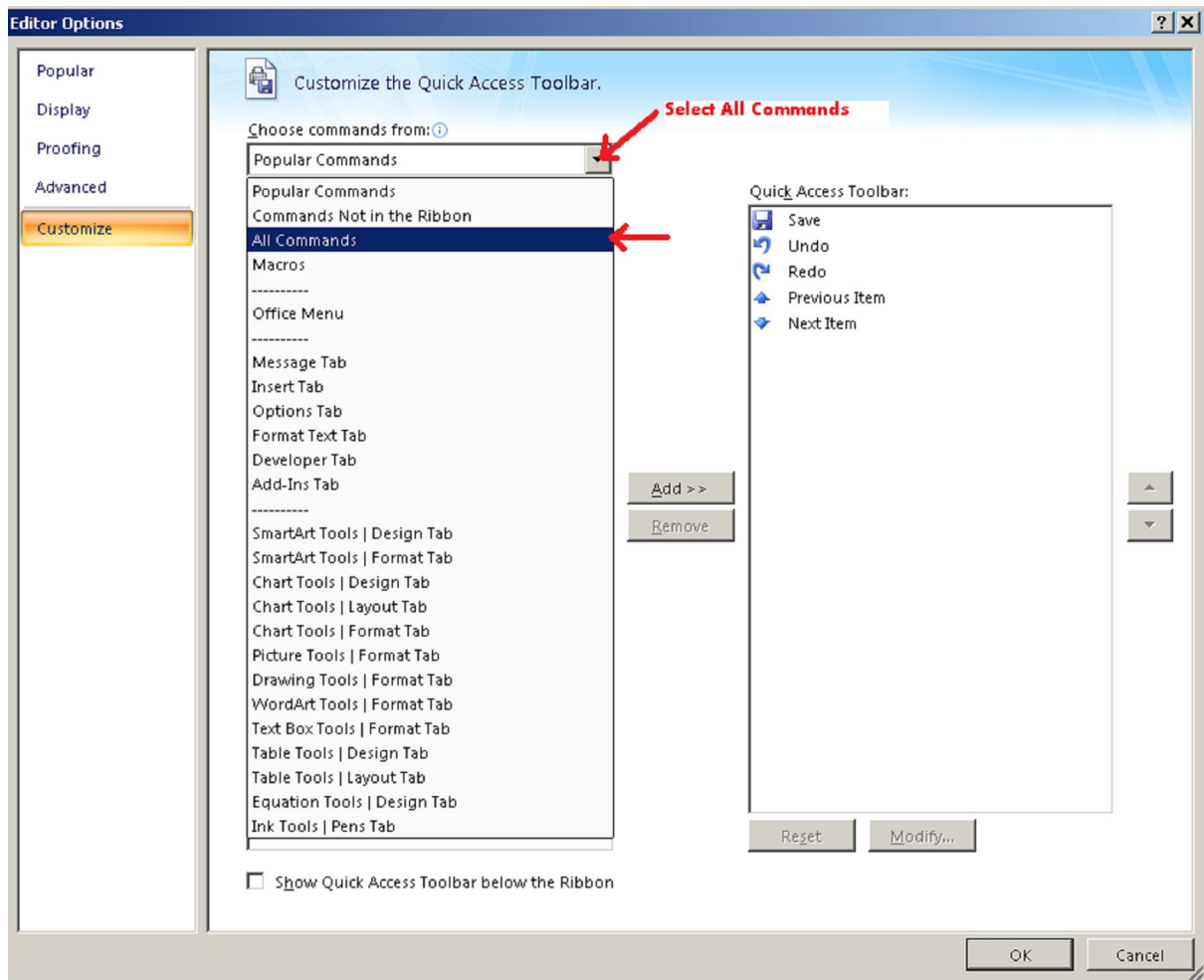
2. In the new message, **RIGHT click** somewhere in the **BLUE** marked area



3. When the following menu appears, select '**Customize Quick Access Toolbar**'

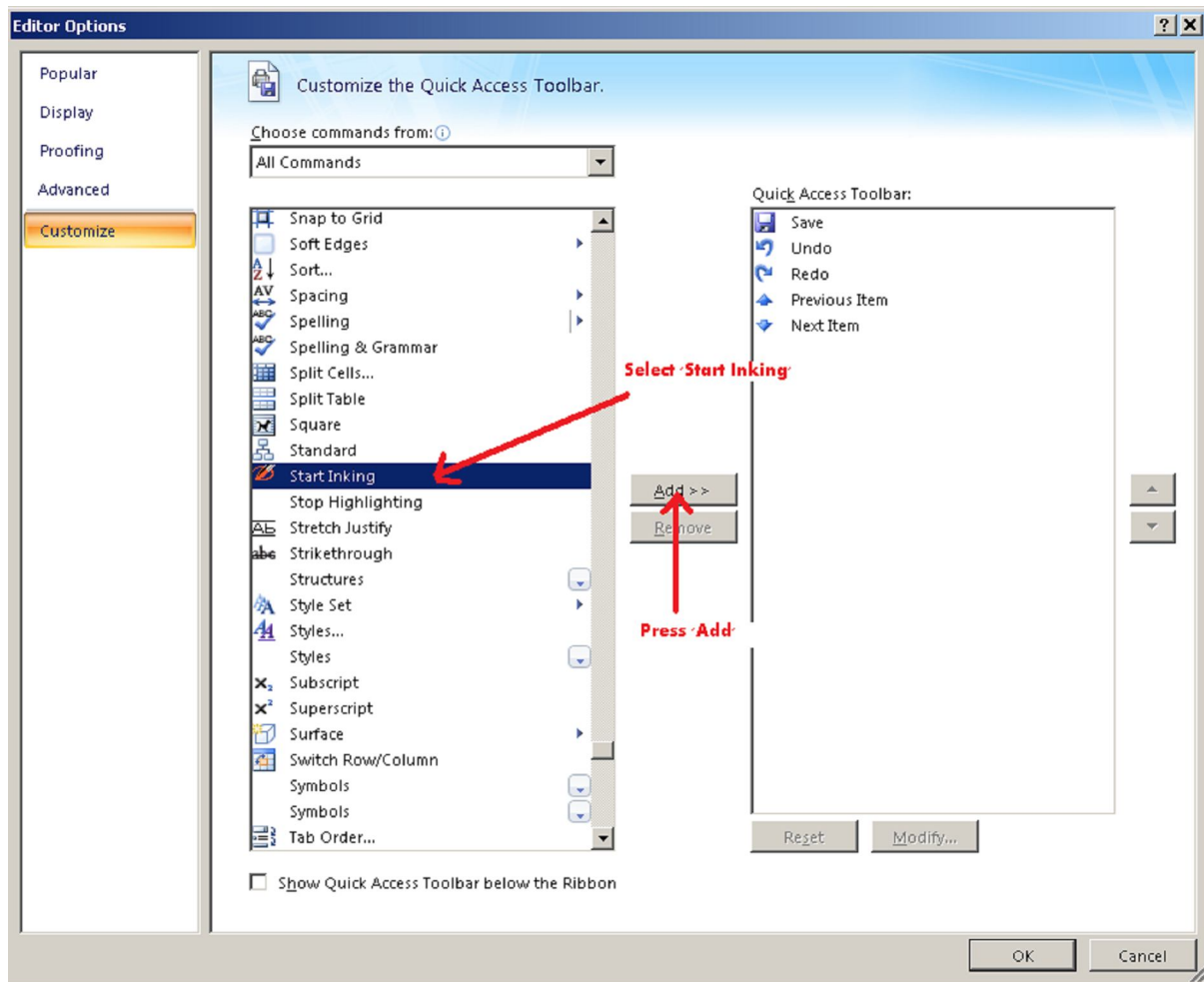


4. From the field 'Choose commands from:' select 'All command'



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5. From the Left list, select **'Start inking'** then press the 'Add' button



6. Press OK
7. Close the New Message
8. Close Outlook
9. Reopen Outlook