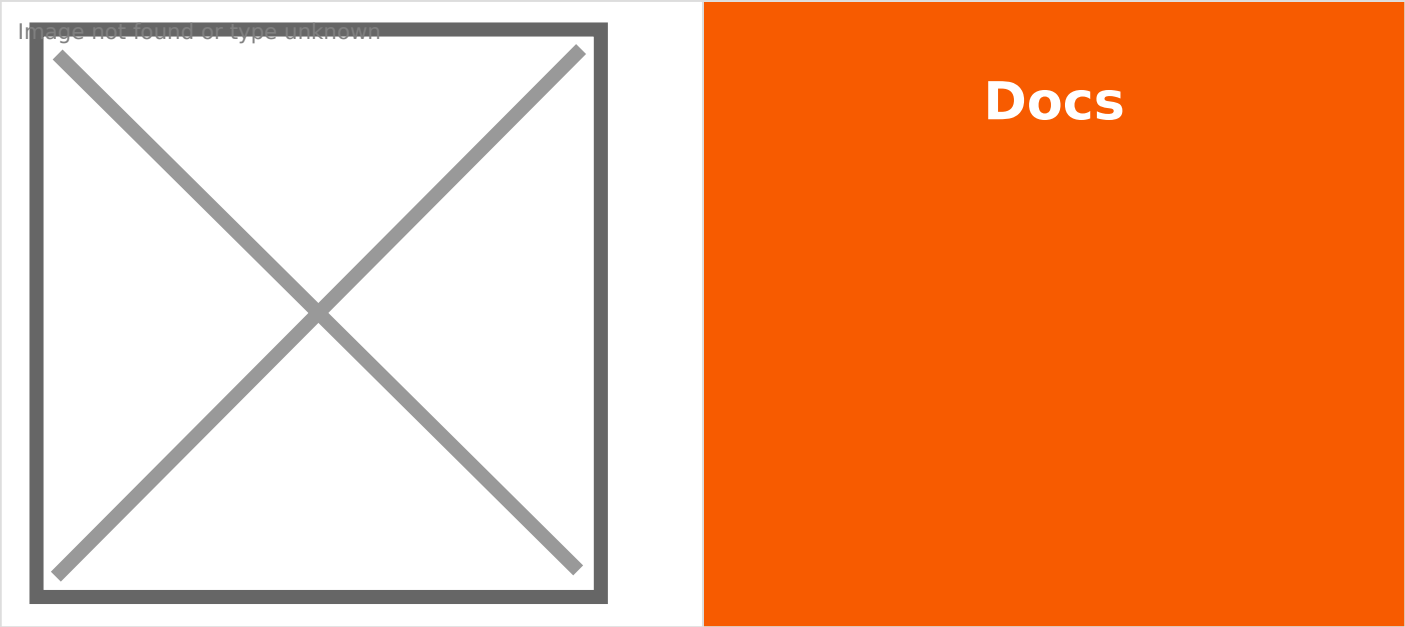# 65.008 Outlook: How to move Outlook's navigation bar from left side back to the bottom



**Docs**

## Document Control

| Document Name | 65.008 Outlook: How to move Outlook's navigation bar from left side back to the bottom | | |
|---|---|---|---|
| Version | v1.0 Current | | |
| Author | Neil Tancock, IT Services (Safeharbour Support Ltd), neil@safeharboursupport.com | | |
| Approval | Safeharbour Support | | |
| Approval date | 01-JAN-2025 | Review date | 31-DEC-2027 |

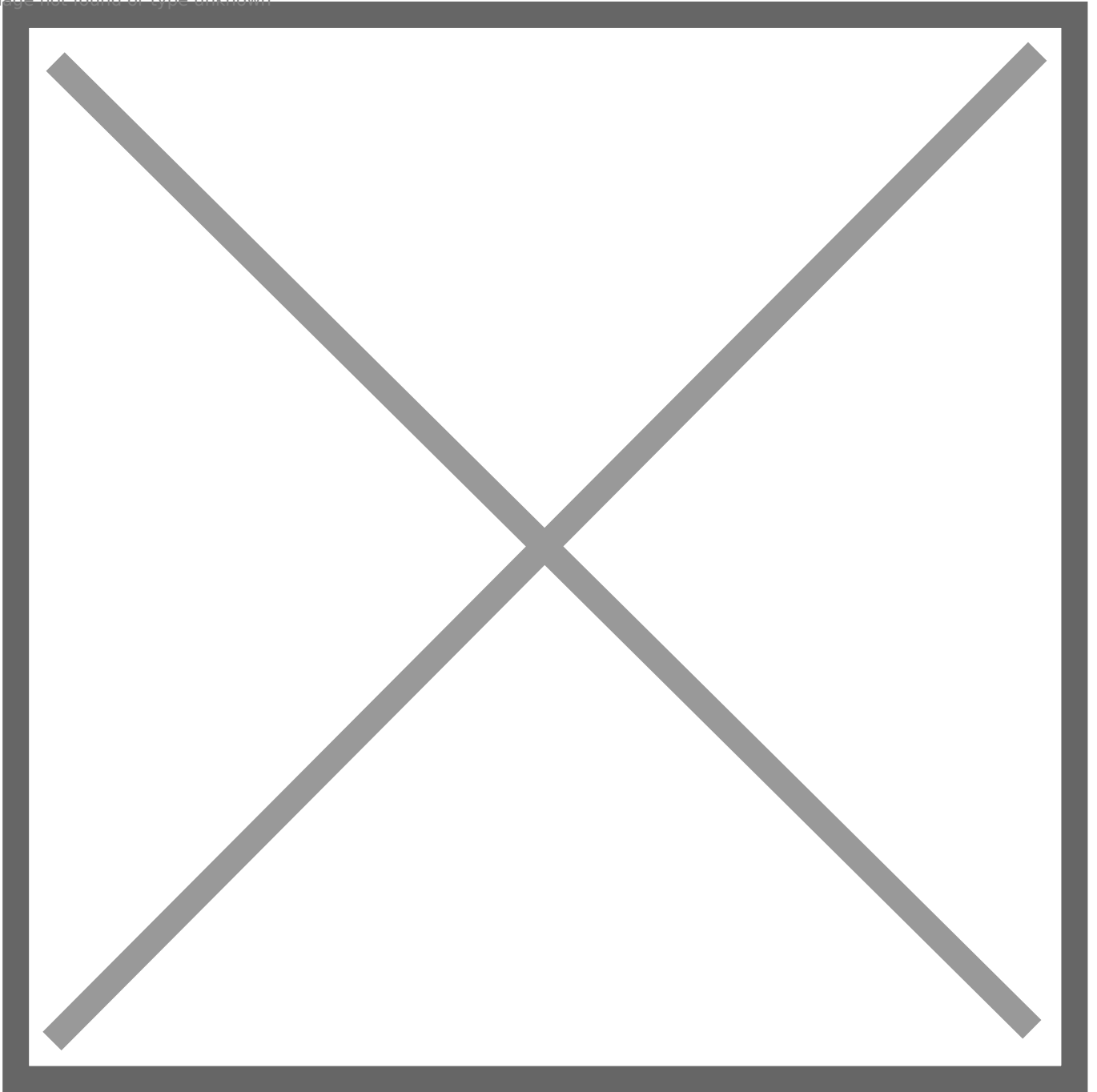| | |
|---|---|
| **Absract** | For some users of Outlook, the latest release of Office, you may find the navigation bar no longer reside at the bottom. Instead, the navigation bar is moved to the upper left side of the Outlook window. Some may feel it is a good update, but many may be accustomed to the old style and prefer to use that. There is a way to return the navigation bar from the left side to the bottom once more. |
| **Scope** | This document applies to all clients of Safeharbour Support Ltd |
| **Inputs** | None |
| **Outputs** | None |

## Change Control

| Date | Author | Version | Change |
|---|---|---|---|
| 02-DEC-2024 | Neil Tancock | 0.0 | First version |
| 01-JAN-2025 | Neil Tancock | 1.0 | Approved |

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For some users of Outlook, the latest release of Office, you may find the navigation bar no longer reside at the bottom. Instead, the navigation bar is moved to the upper left side of the Outlook window. Some may feel it is a good update, but many may be accustomed to the old style and prefer to use that. There is a way to return the navigation bar from the left side to the bottom once more.
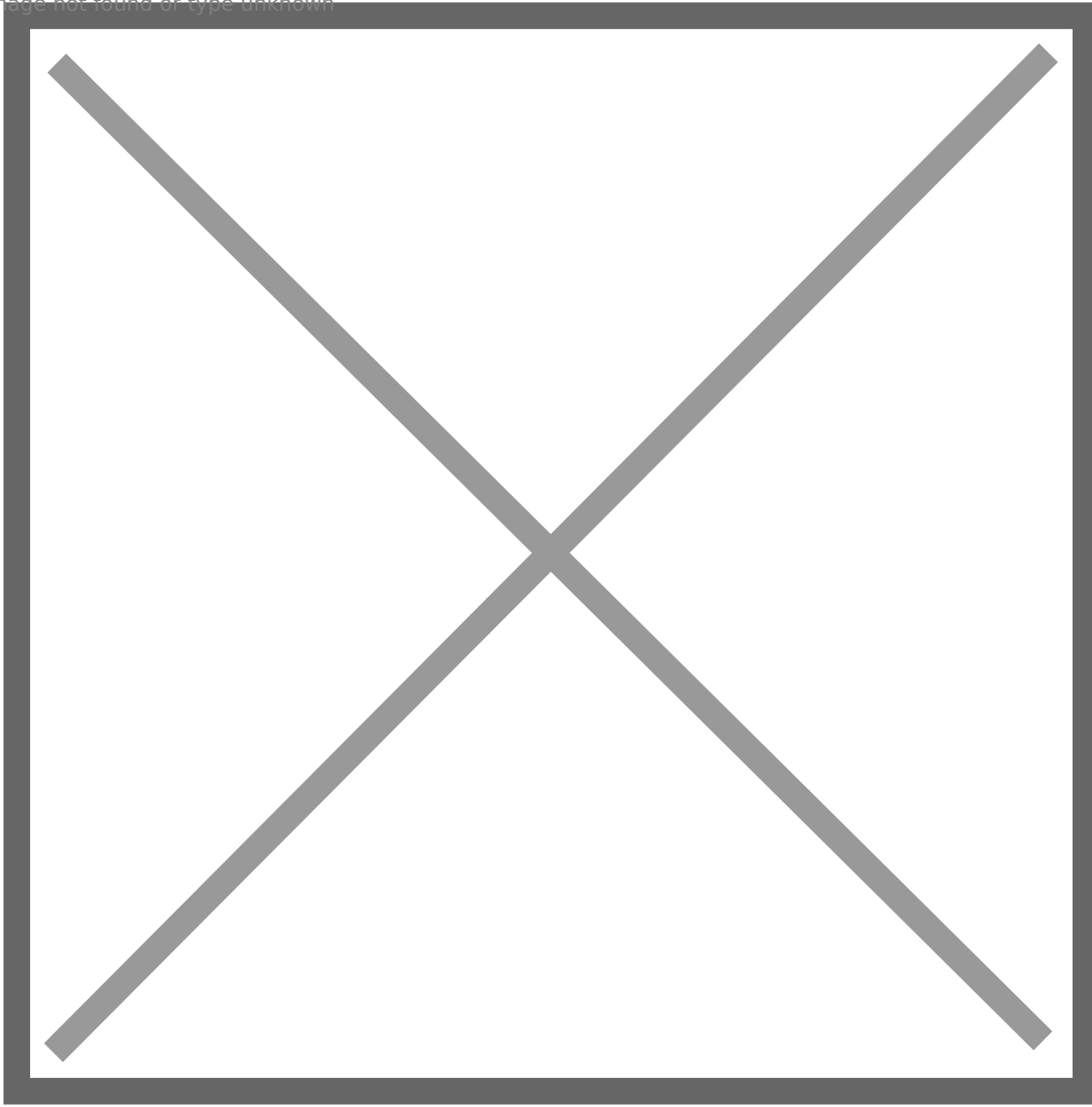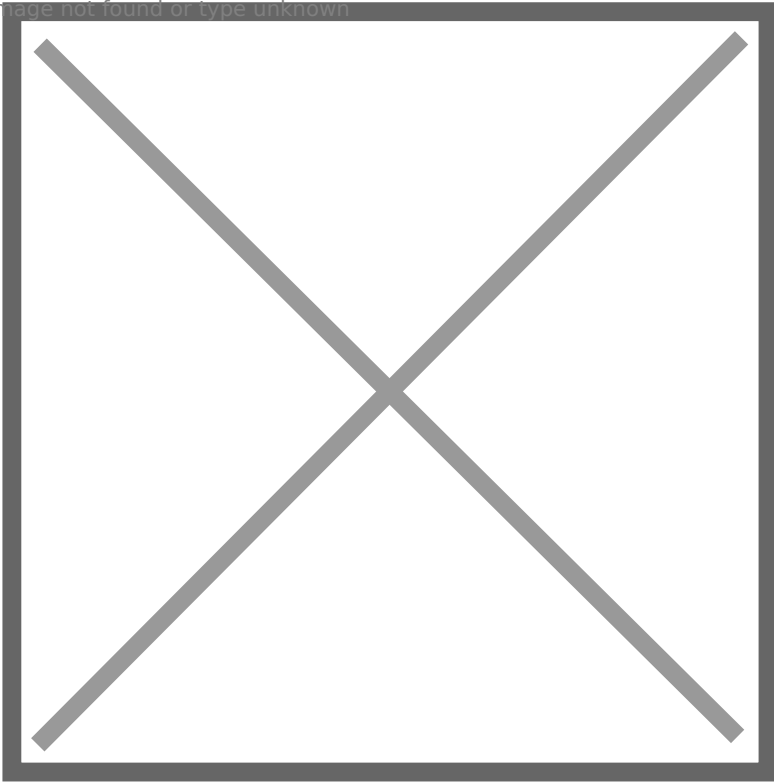
## To move the navigation bar

1. Open Outlook, you can see the navigation bar is located on the upper left side:
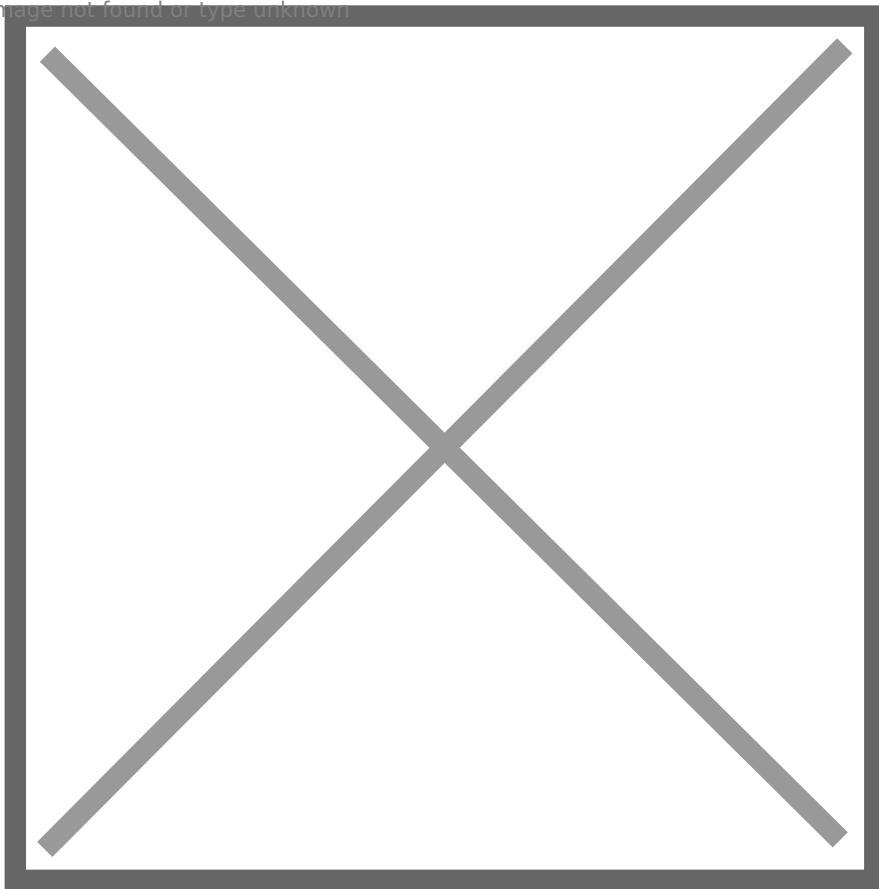
2. Hold down the **Windows key** and **R key** on your keyboard to open the **Run** dialog box. Input **regedit** in the **Open** box. Then click **OK**.

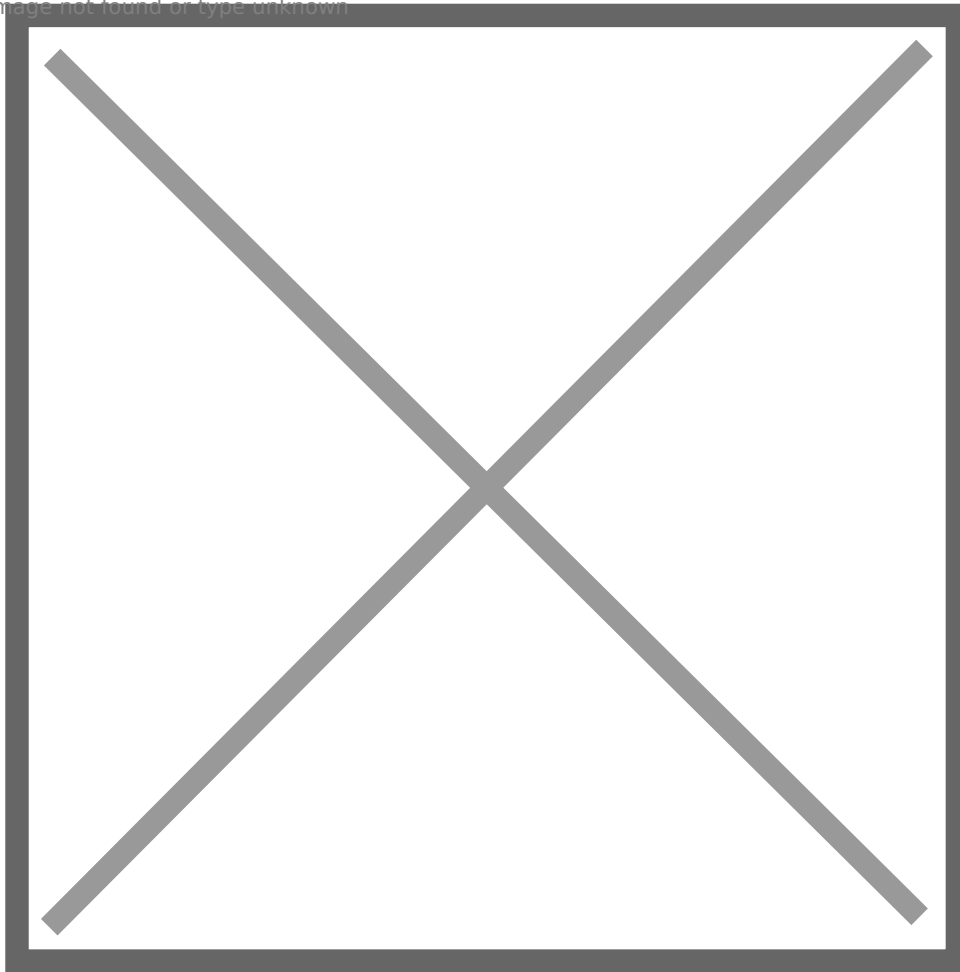3. Then a **User Account Control** dialog box pops up. Click the **Yes** button to continue.



4. In the **Registry Editor** window, navigate to the following path:
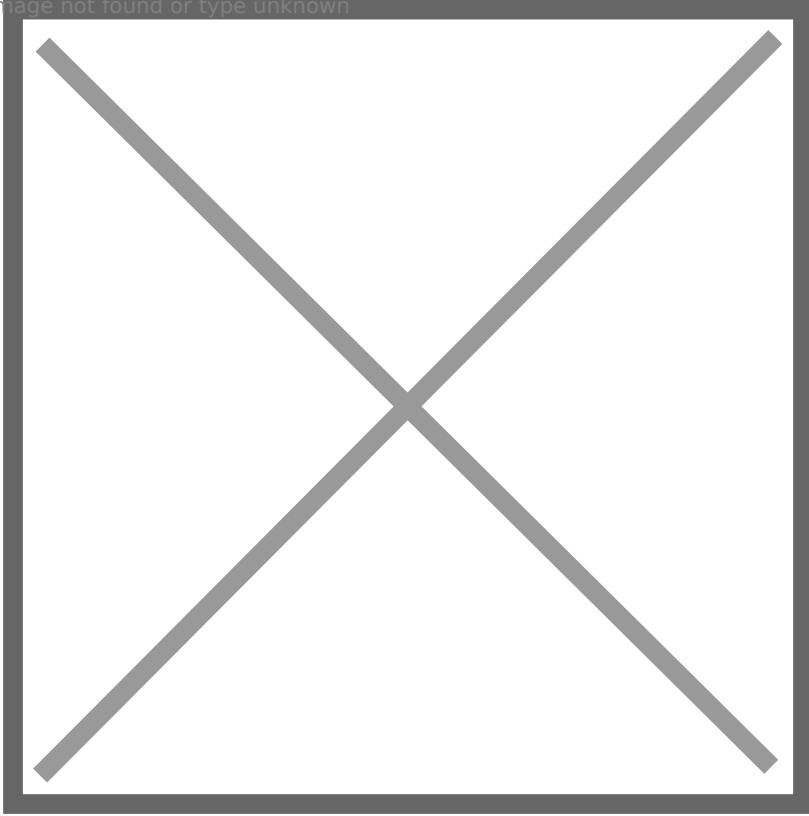**HKEY_CURRENT_USER\SOFTWARE\Microsoft\Office\16.0\Common\ExperimentEcs\Overrid**

**es**

Image not found or type unknown

5. Locate and click the "**Microsoft.Office.Outlook.Hub.HubBar**" string value in the **Name** column in the right section of the page. Then set the **Value data** to **false**.
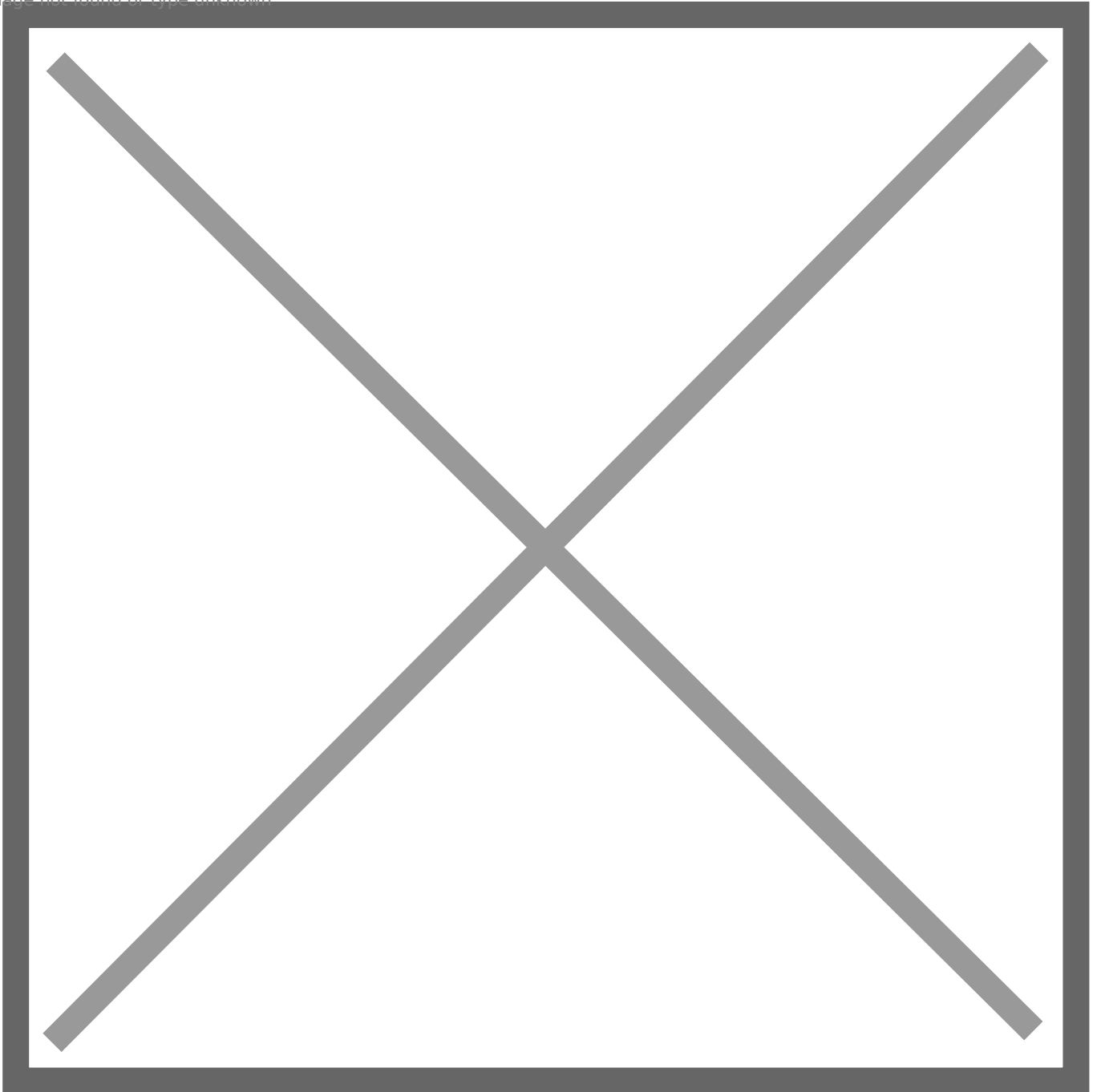
But in my case, the "**Microsoft.Office.Outlook.Hub.HubBar**" string value in this registry key **doesn't exist**. So I should **create a new string value named "Microsoft.Office.Outlook.Hub.HubBar"** in this location first.

6. To **create the "Microsoft.Office.Outlook.Hub.HubBar" string value**, please **right-click** on the **Overrides** folder, then click **New** > **String Value** in the popped-up menu lists.

7. **Copy and Paste** "Microsoft.Office.Outlook.Hub.HubBar" in the text box.

Tip: If the name of the string value is not in editable mode, please right click it and select Rename from the context menu.
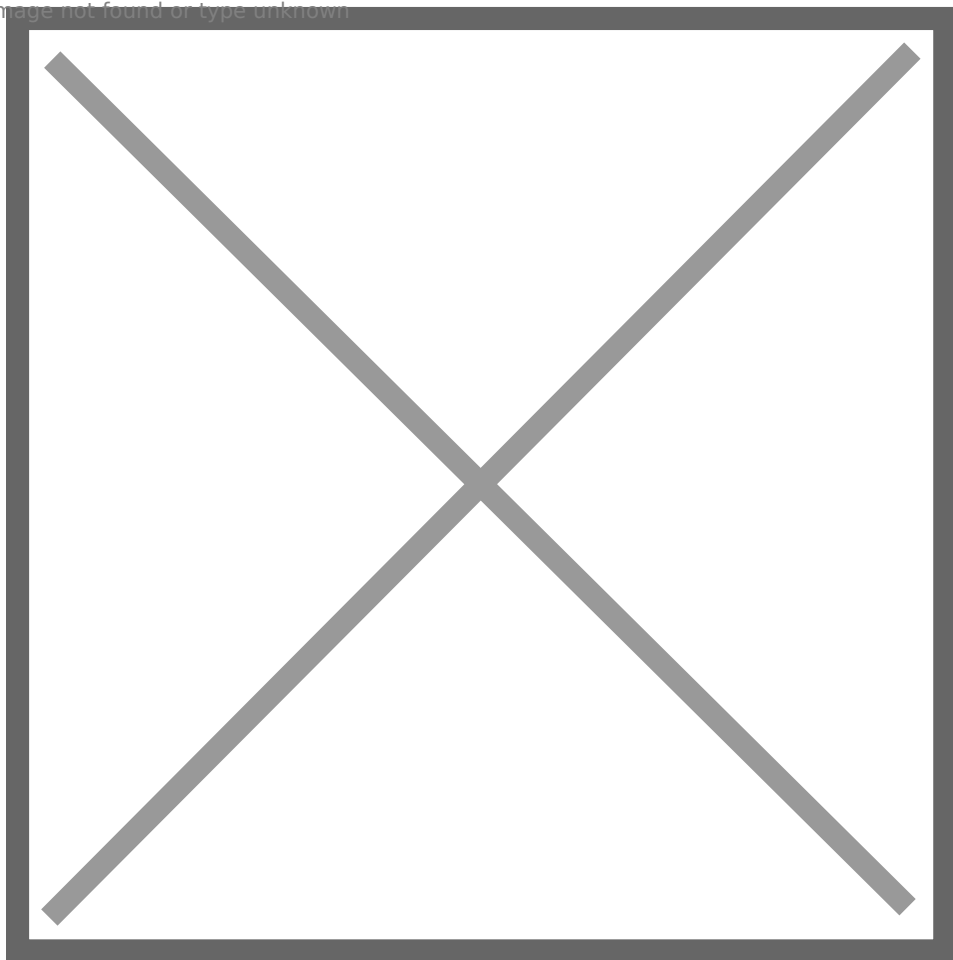
Image not found or type unknown
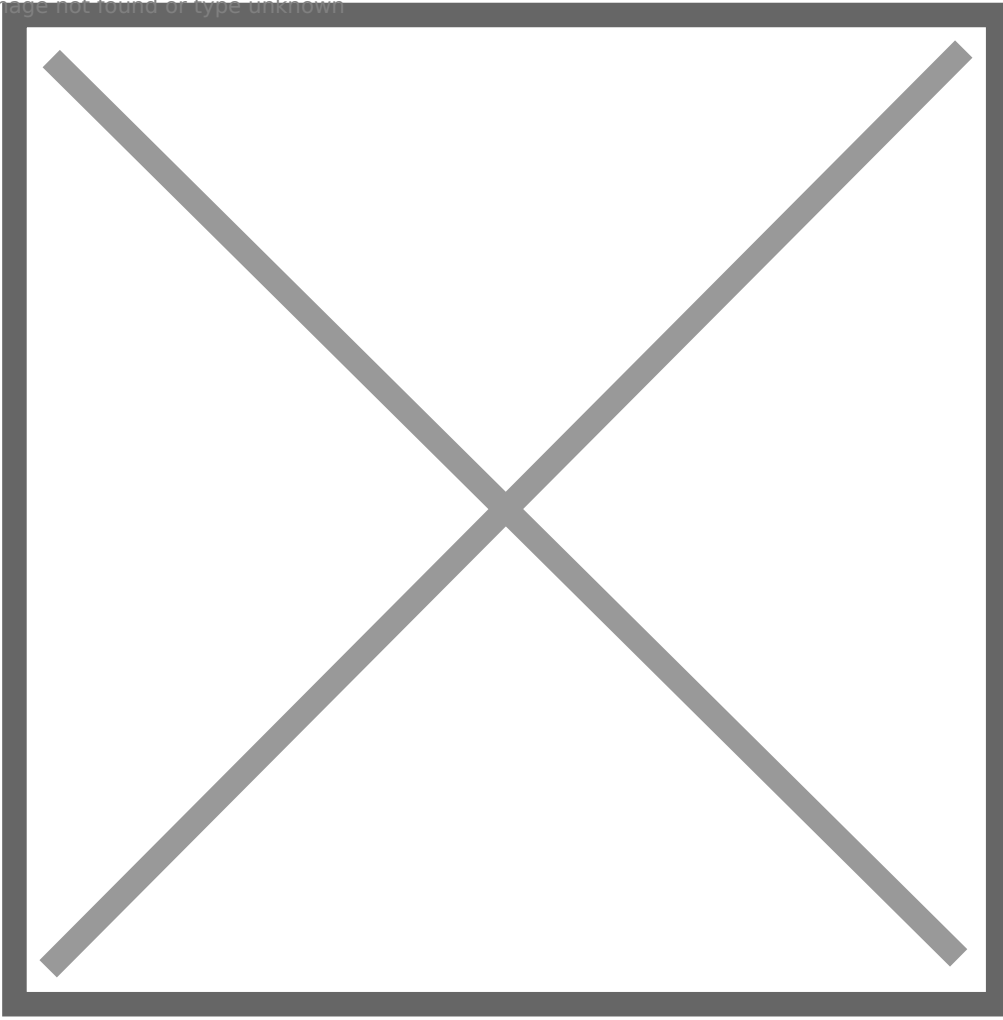
Image not found or type unknown

8. **Double-click** on the newly created string value. The **Edit String** dialog pops up. Type "**false**" in the **Value data** box. Then click **OK**.
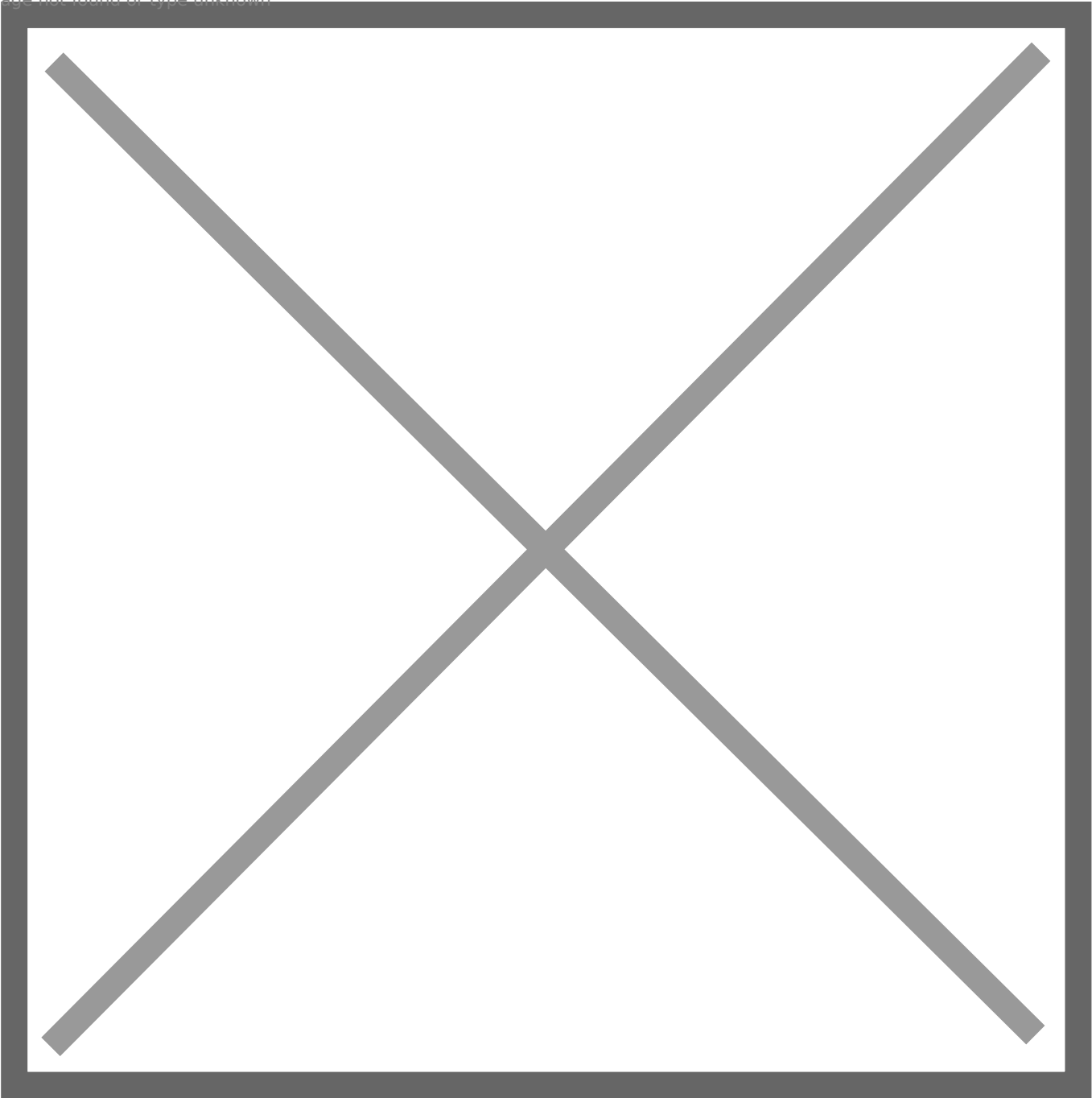
Now **restart Outlook**. You will see the **Navigation bar** is **back at the bottom** of the Outlook page like it used to be.

Note: If you want to **restore the left-side navigation bar setting**, just **locate** the **"Microsoft.Office.Outlook.Hub.HubBar" string value** in the **Registry Editor** window, right-click on it, and click **Delete**.
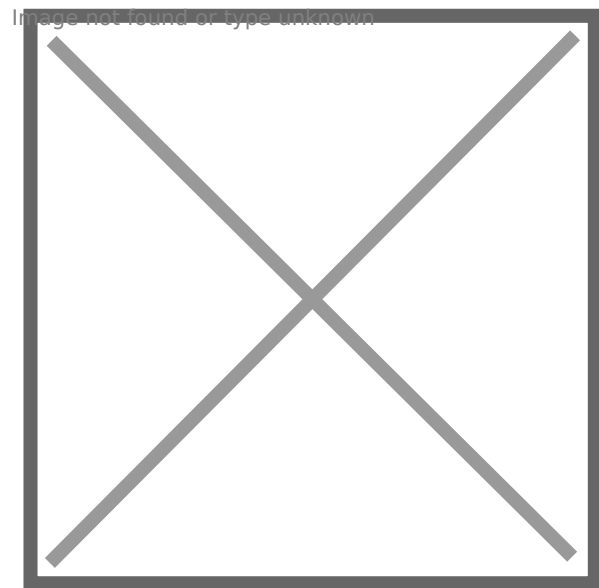
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