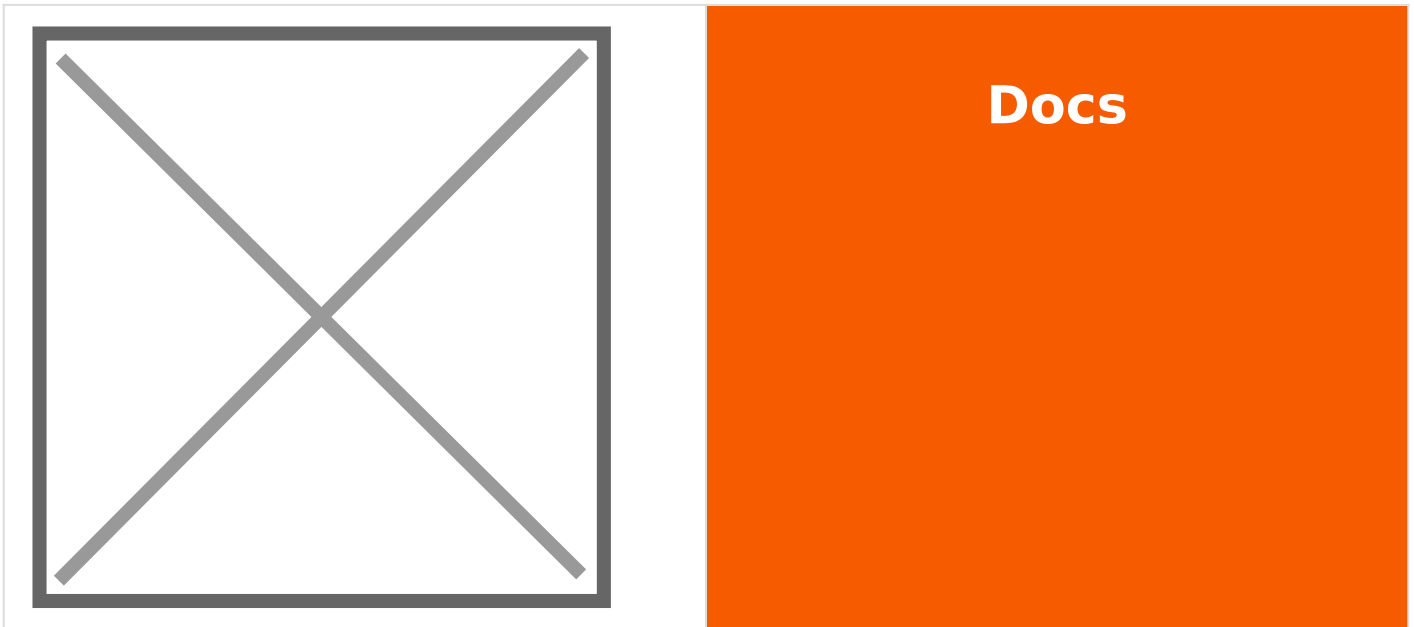


65.008 Outlook: How to move Outlook's navigation bar from left side back to the bottom



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

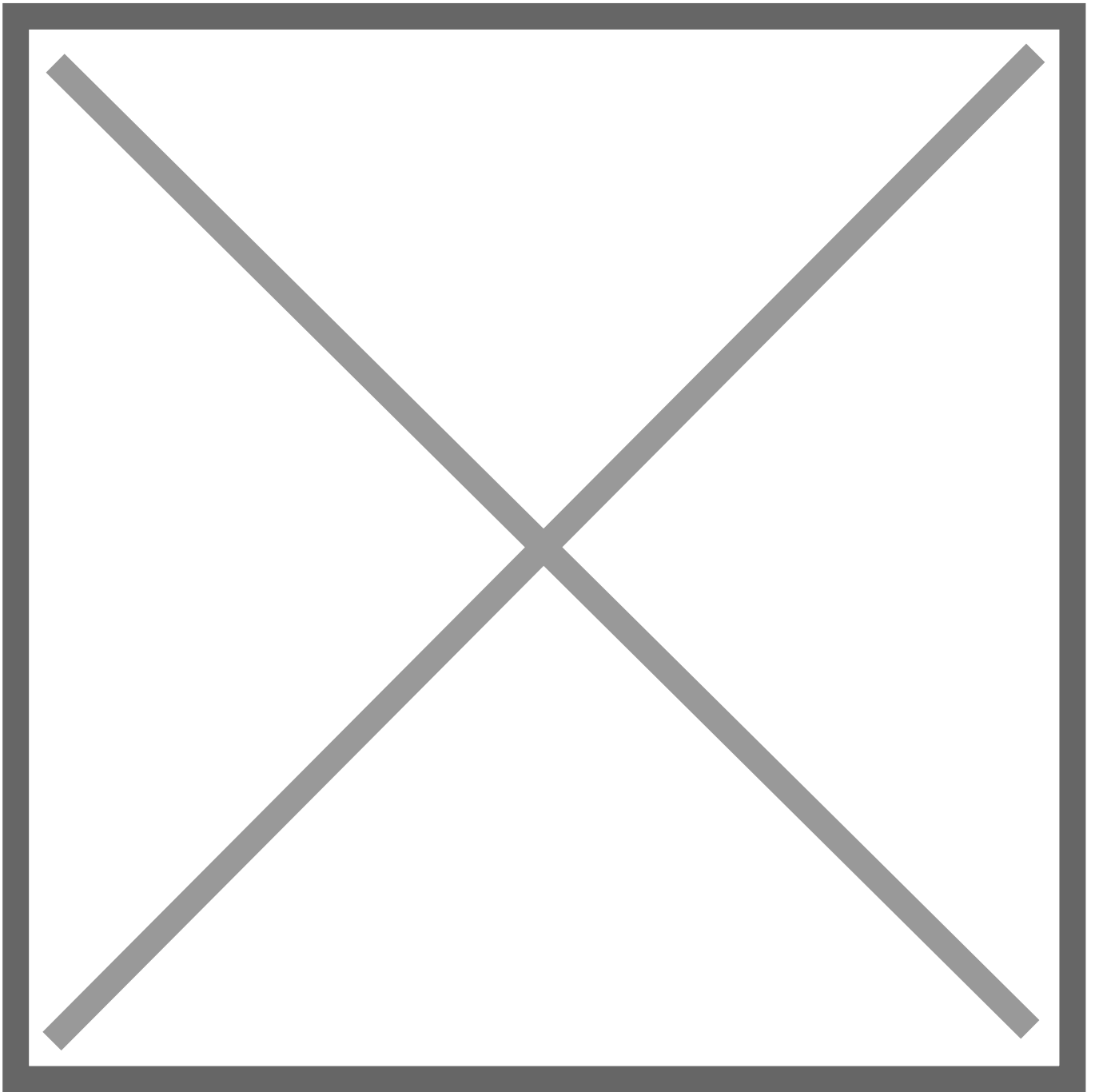
Abstract	For some users of Outlook, the latest release of Office, you may find the navigation bar no longer reside at the bottom. Instead, the navigation bar is moved to the upper left side of the Outlook window. Some may feel it is a good update, but many may be accustomed to the old style and prefer 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

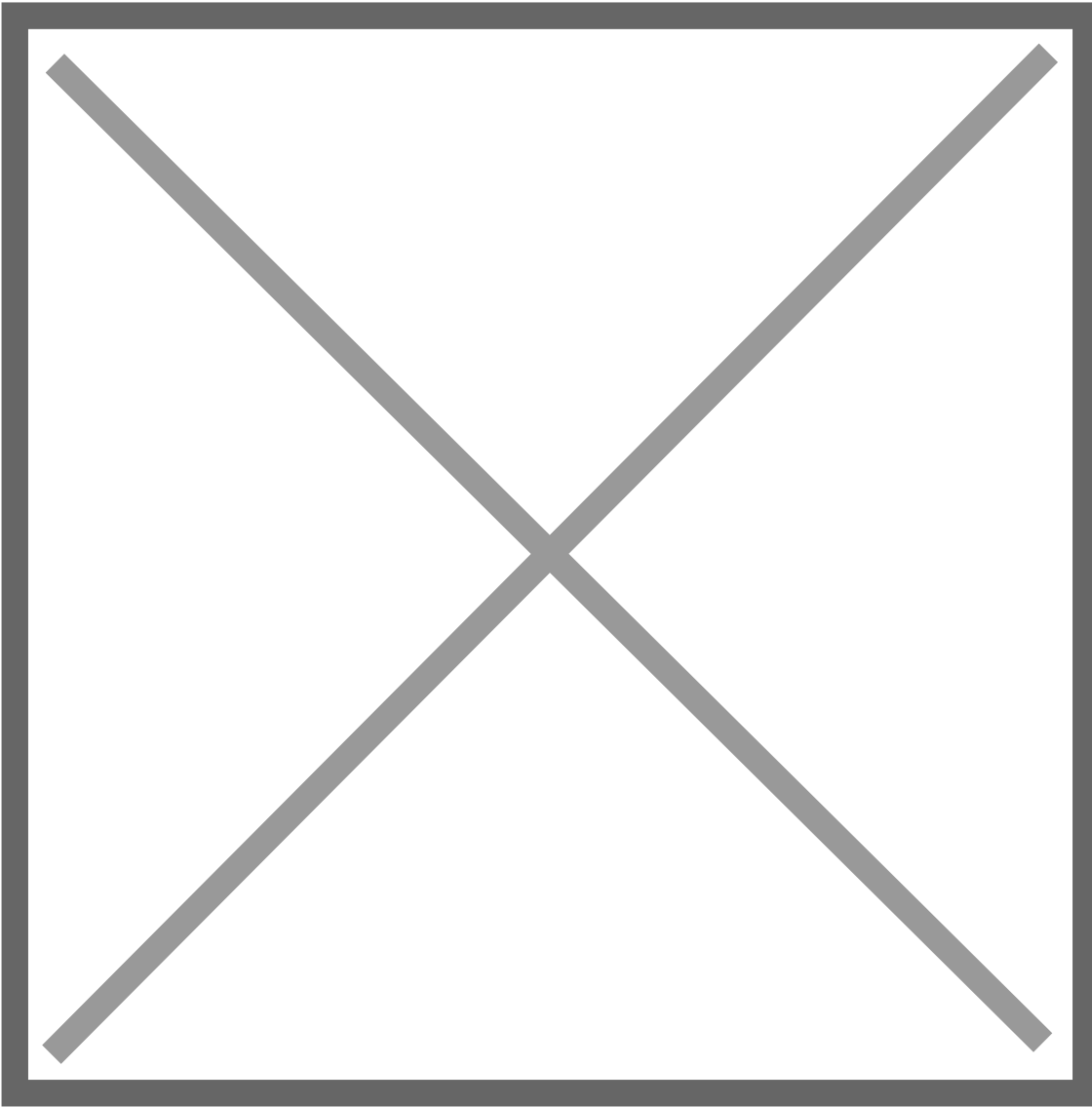
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For some users of Outlook, the latest release of Office, you may find the navigation bar no longer reside at the bottom. Instead, the navigation bar is moved to the upper left side of the Outlook window. Some may feel it is a good update, but many 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.

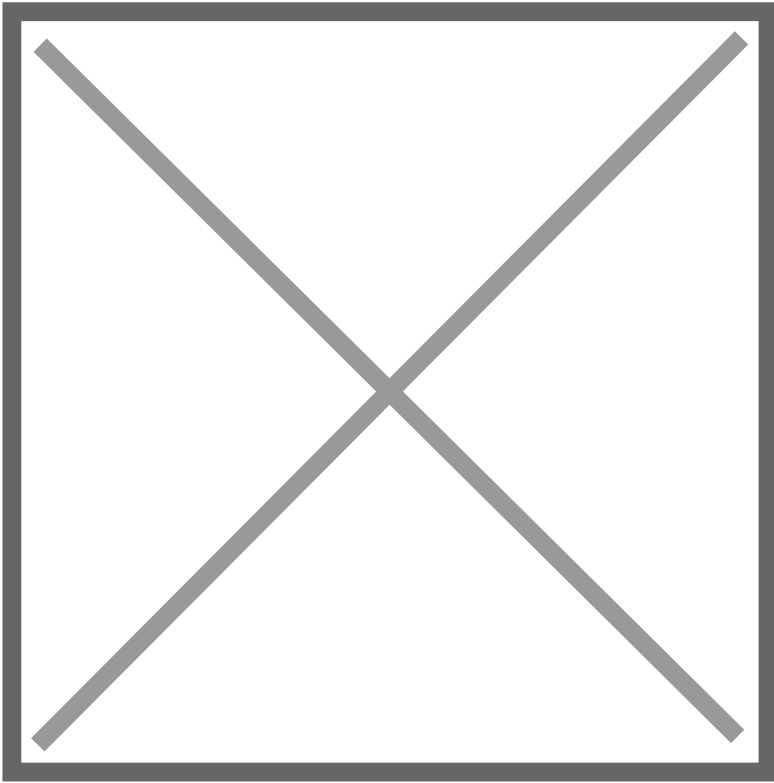


To move the navigation bar

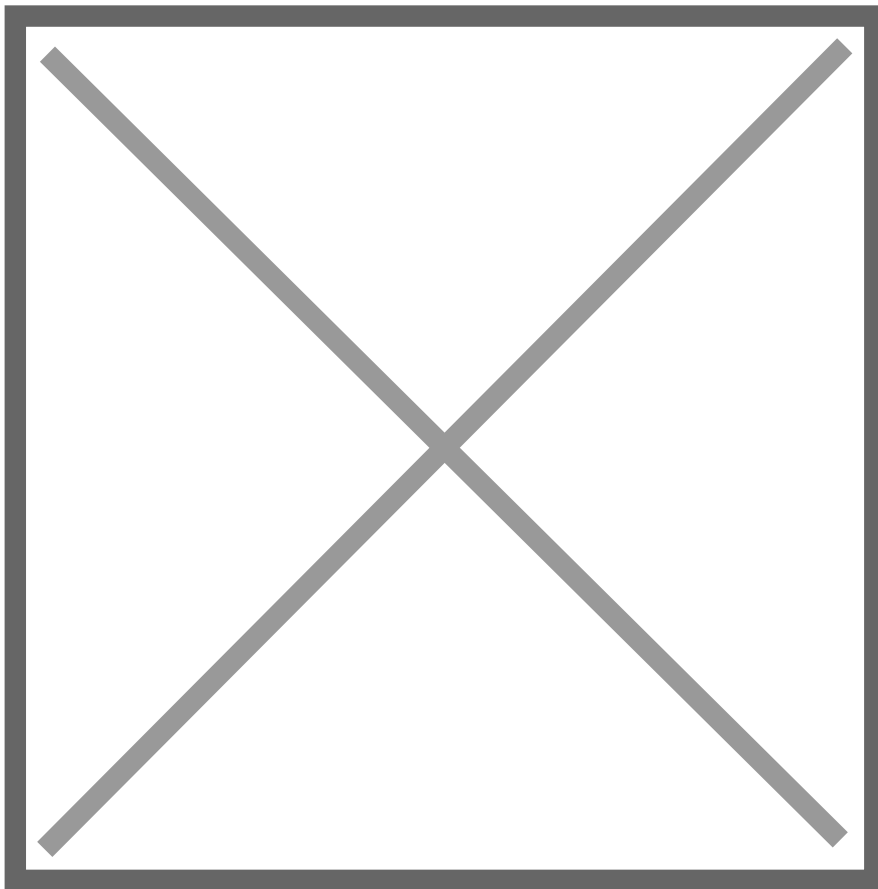
1. Open Outlook, you can see the navigation bar is located on the upper left side:



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**.

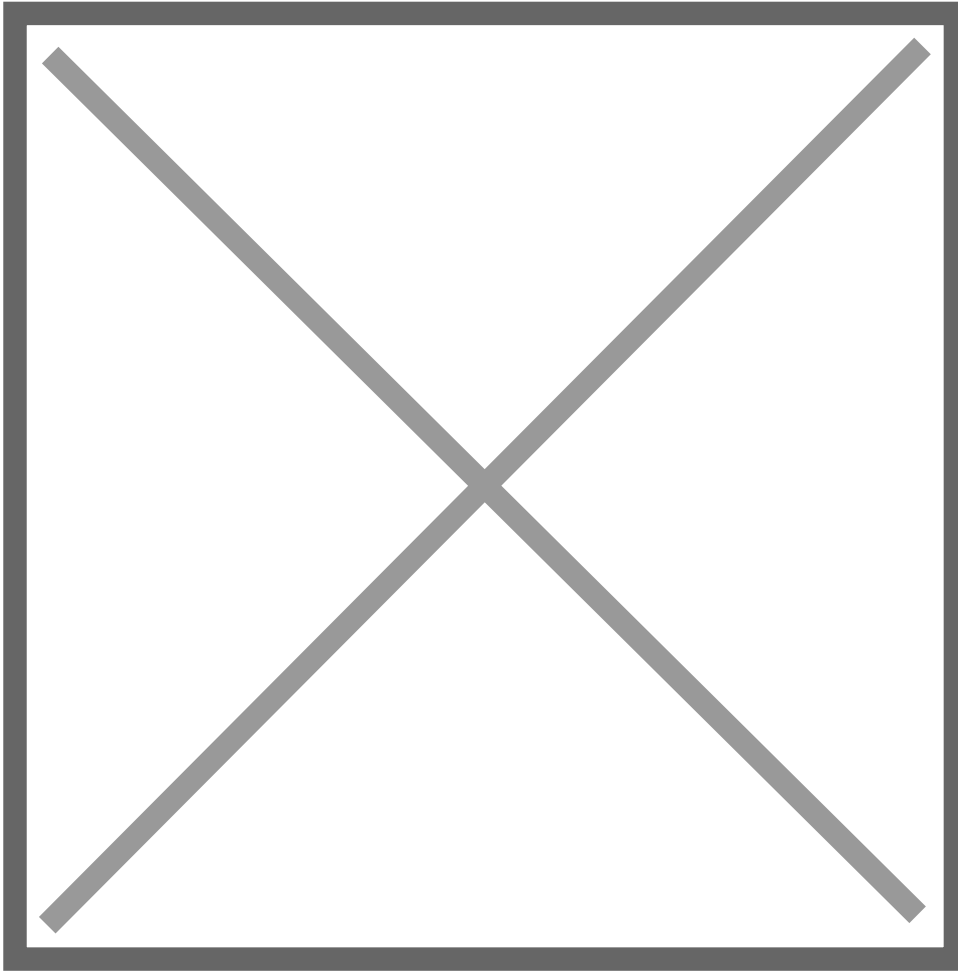


3. Then a **User Account Control** dialog box pops up. Click the **Yes** button to continue.

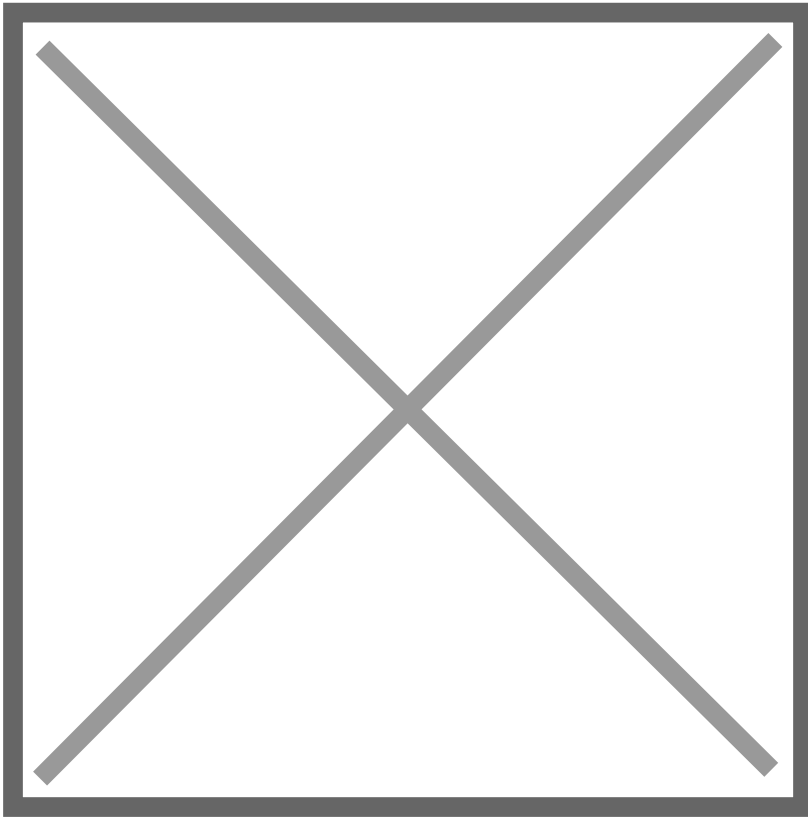


4. In the **Registry Editor** window, navigate to the following path:
HKEY_CURRENT_USER\SOFTWARE\Microsoft\Office\16.0\Common\ExperimentEcs\Overrid

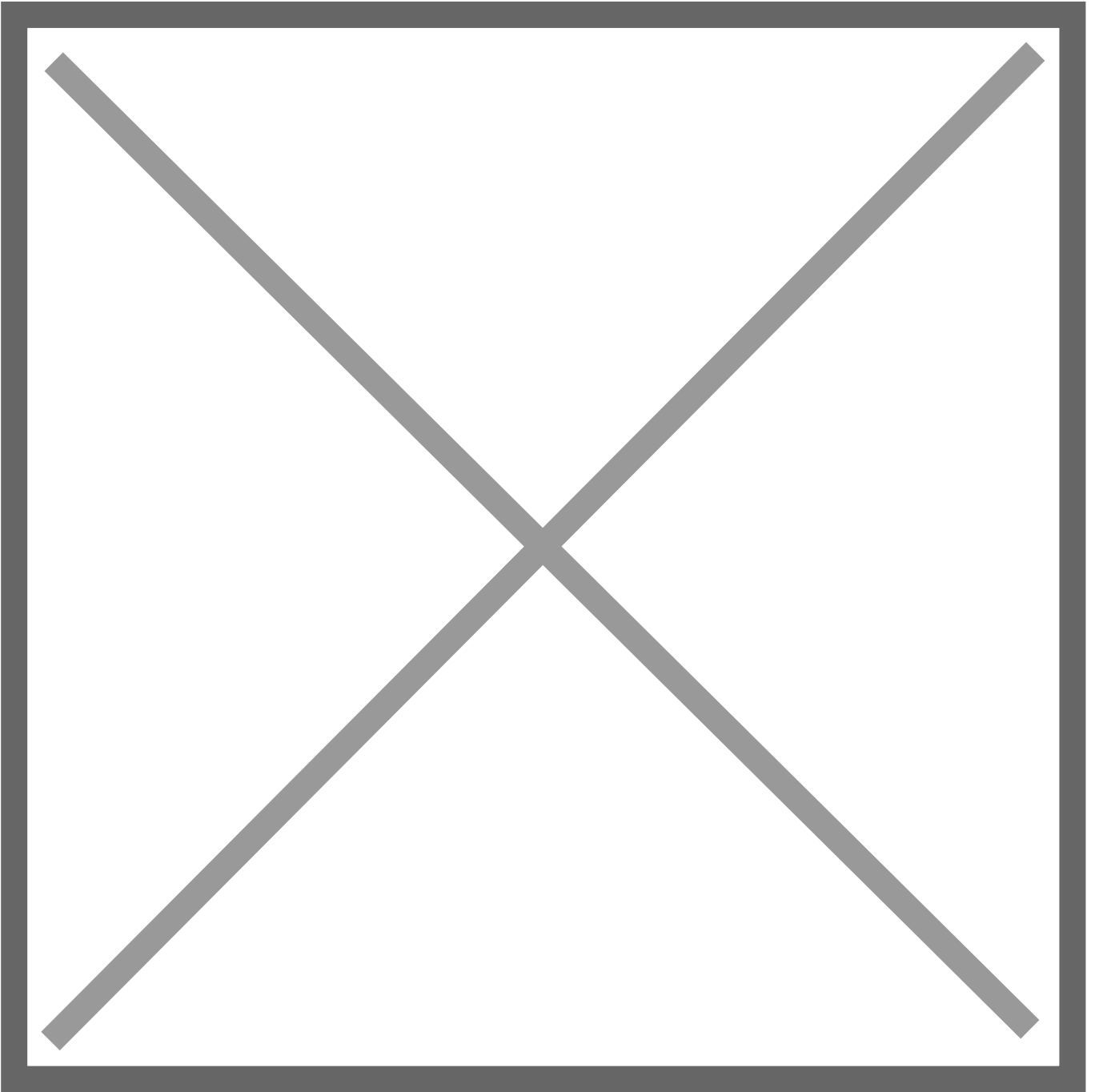
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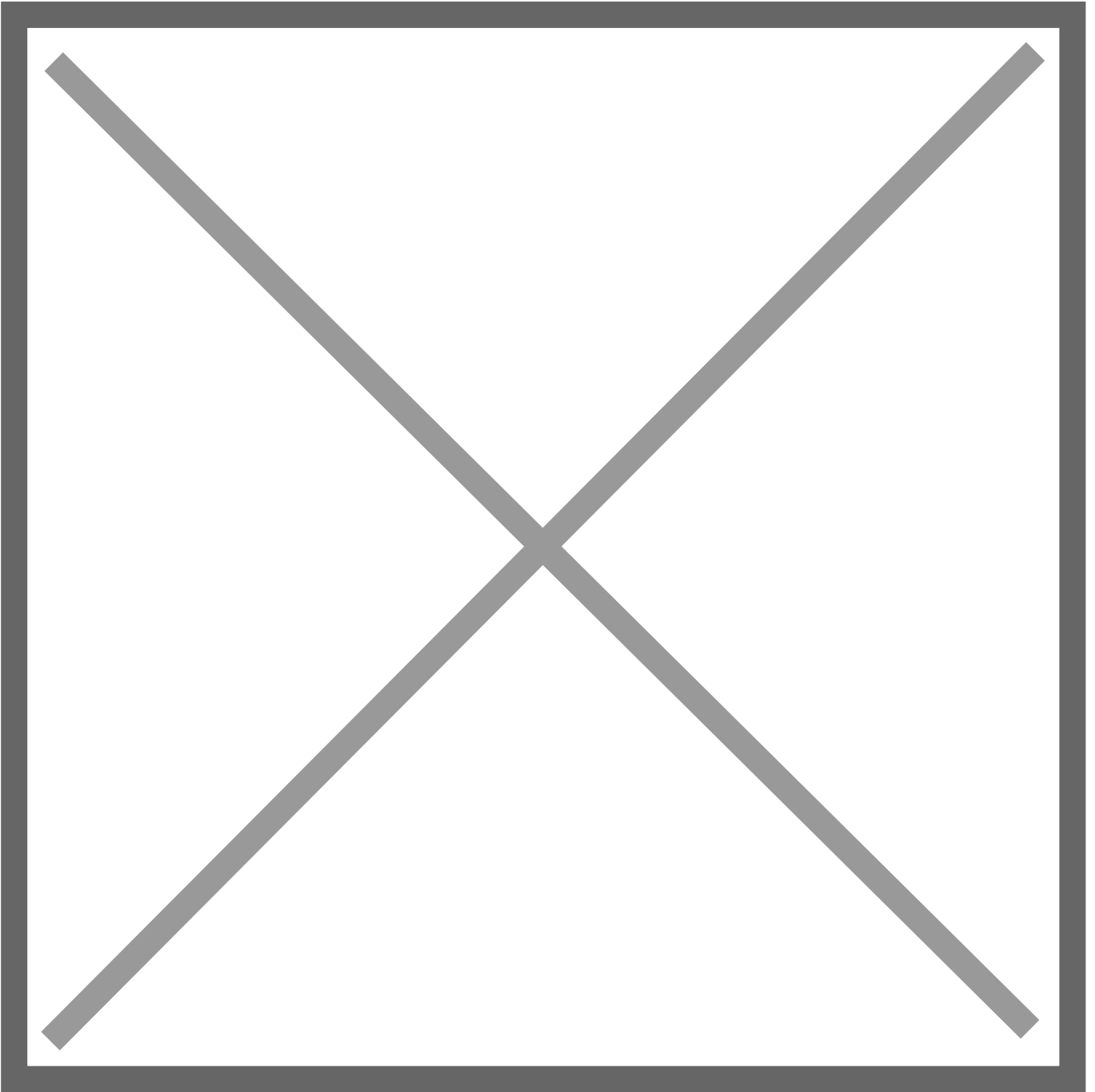
5. Locate and click the “**Microsoft.Office.Outlook.Hub.HubBar**” string value in the **Name** column in the right section of the page. Then set the **Value data** to **false**.



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.

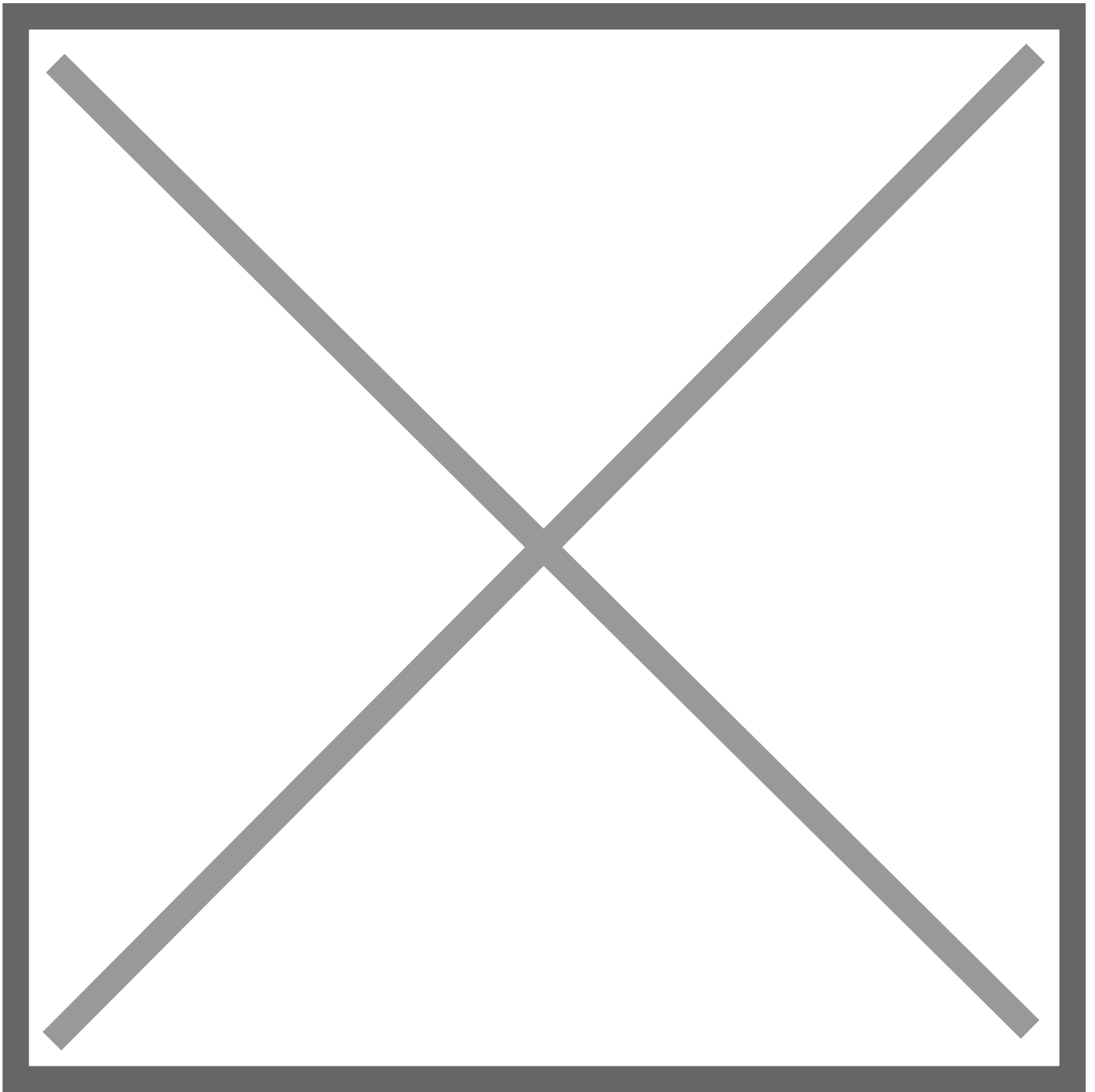


6. To create the **“Microsoft.Office.Outlook.Hub.HubBar”** string value, please **right-click** on the **Overrides** folder, then click **New > String Value** in the popped-up menu lists.

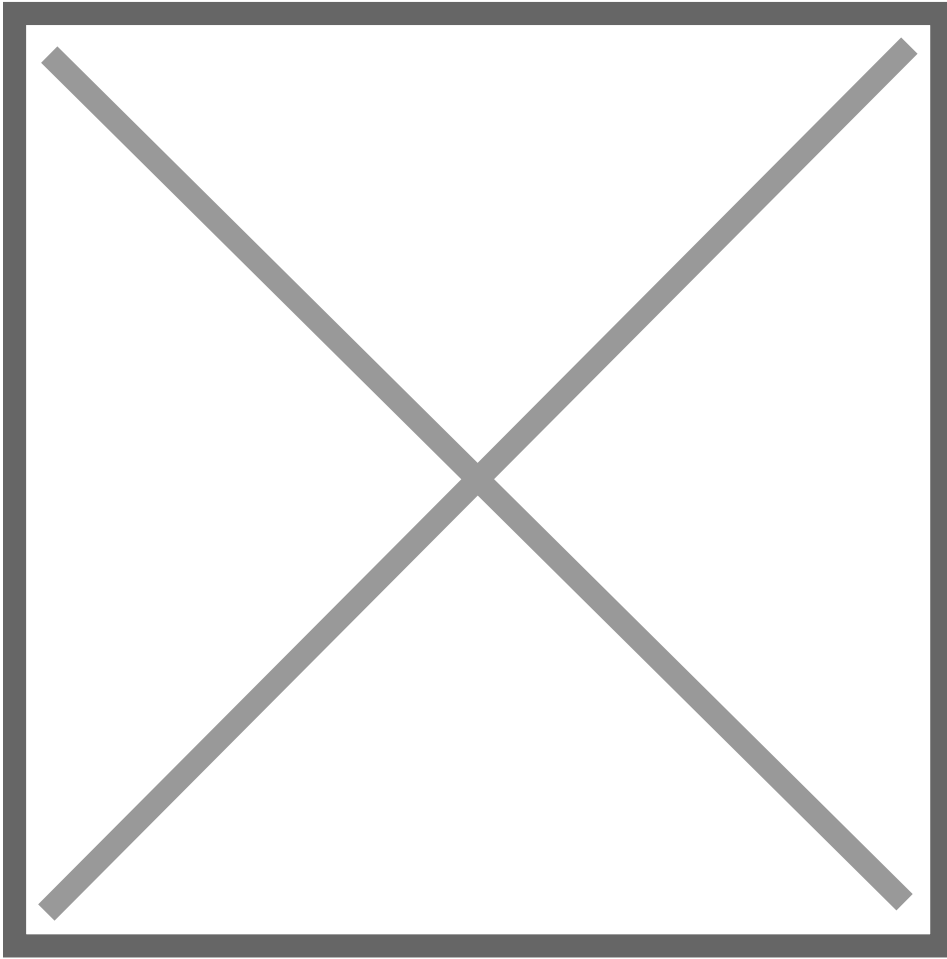


7. **Copy and Paste** “Microsoft.Office.Outlook.Hub.HubBar” in the text box.

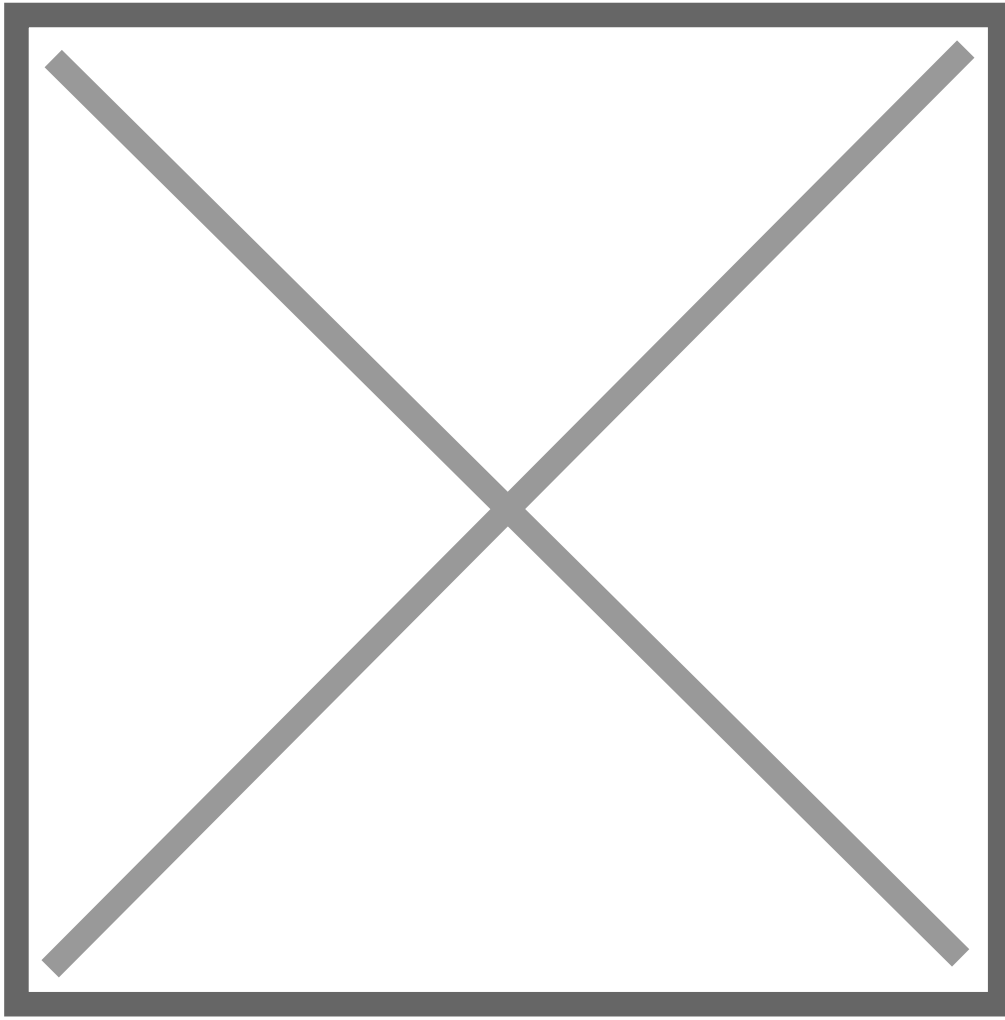
Tip: If the name of the string value is not in editable mode, please right click it and select Rename from the context menu.



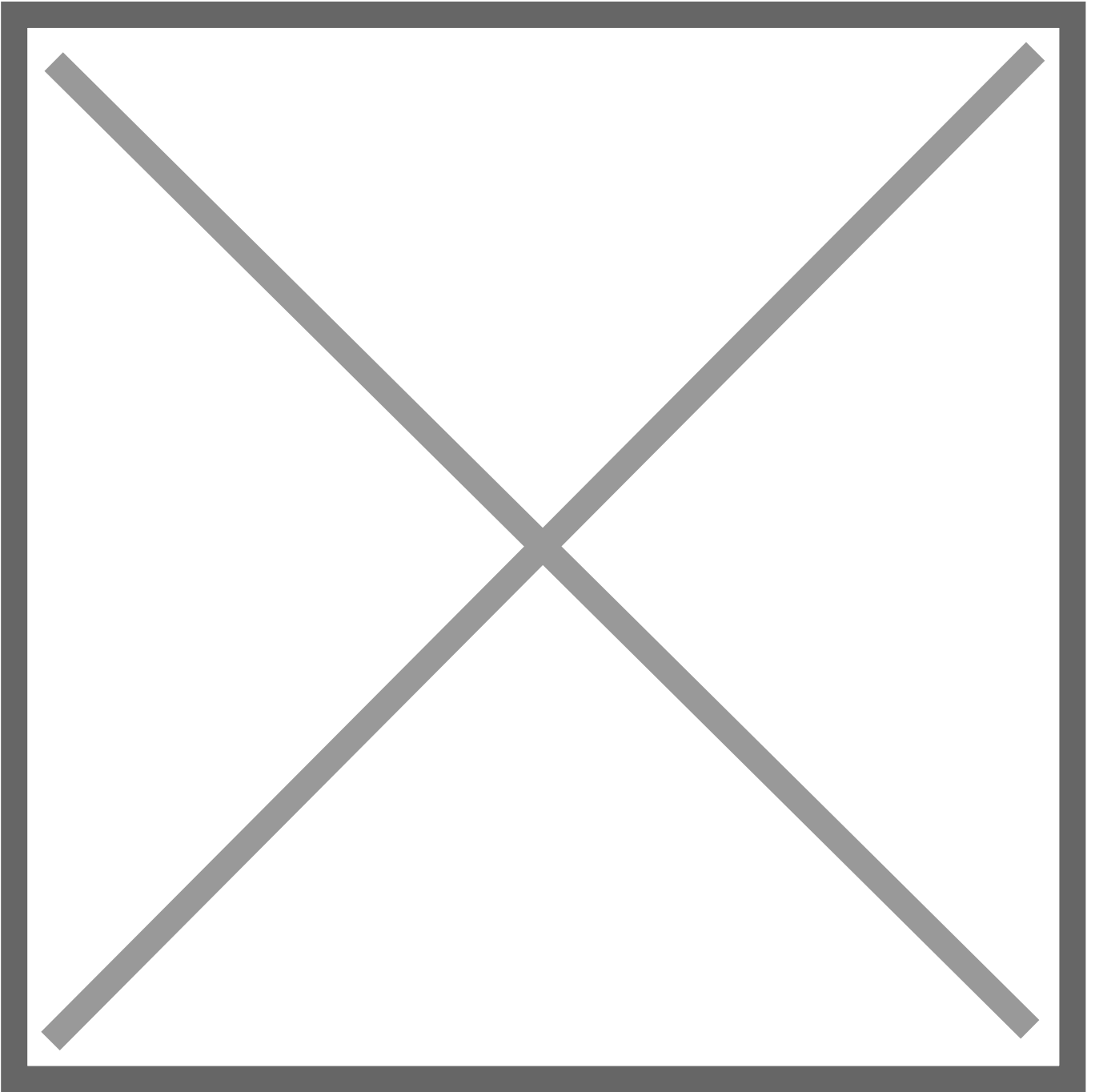
8. **Double-click** on the newly created string value. The **Edit String** dialog pops up. Type **“false”** in the **Value data** box. Then click **OK**.



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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Need help? Get in touch!

You can call us on [01752 373000](tel:01752373000), option 2 or, if you are on Number Club, just call extension 3001

You can email us at hub@safeharboursupport.com

You can chat & Collaborate with us at <https://kite.wildix.com/nc-a12/3001>

You can Whatsapp us right here: <https://wa.me/441752373000>

