

How to switch between Touch Mode and Mouse Mode in Outlook

TipsMake.com will show you how to switch between Touch Mode (touch mode) and Mouse Mode (mouse use mode) in the Outlook app on Windows 10.

If you're using the Outlook app on a Windows 10 touch screen device, this post will help you. **TipsMake.com** will show you how to switch between Touch Mode (touch mode) and Mouse Mode (mouse mode) in the Outlook app on Windows 10, so that you do not need to install any add-on. in Outlook.

Difference between Touch Mode and Mouse Mode

While there is no significant difference in features, you can see some minor changes from the user interface aspect. When using the Outlook application on a regular Windows 10 computer with a dedicated mouse and keyboard, you may not need to worry about the gaps between options. But if you're using a touch screen device with a detachable keyboard, you may often encounter problems due to this spacing.

The first difference between Touch Mode and Mouse Mode lies here. You can see a difference in the distance between the two options. The second difference is the size of each option. Almost all options in Touch Mode appear larger than in Mouse Mode.

Touch Mode includes a new menu bar on the right side of the screen, showing standard email options like **Delete, Respond, Mark as Read, Move** , etc.

Before starting with this tutorial, you should know that if you turn on Touch Mode in Outlook, it will also be applied to other Microsoft Office 365 programs.

Switch between Touch Mode and Mouse Mode in Outlook

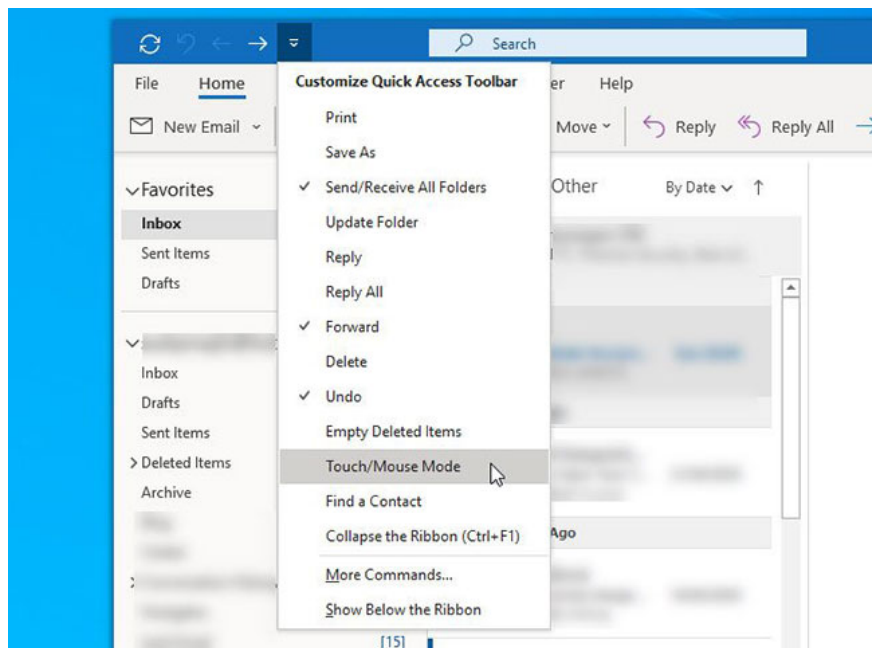
To switch between Touch Mode and Mouse Mode in Outlook, follow these steps-

1. Open the **Outlook** application on the PC.
2. Click **Customize Quick Access Toolbar** .
3. Select **Touch / Mouse Mode**.
4. Click the **Touch / Mouse Mode** icon on the toolbar.

5. Select **Touch** from the list.

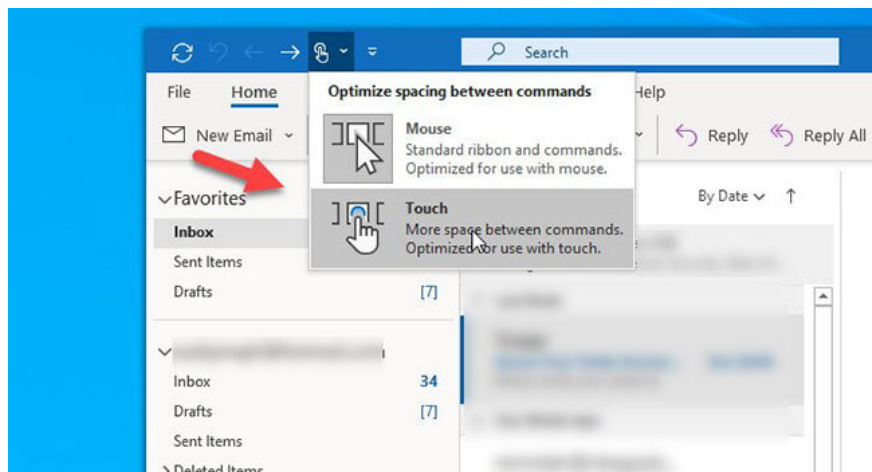
To learn about these steps in detail, continue reading below.

First, open the Outlook application on your computer and click the **Customize Quick Access Toolbar** icon , displayed on the toolbar itself. Then choose **Touch / Mouse Mode** from the list.



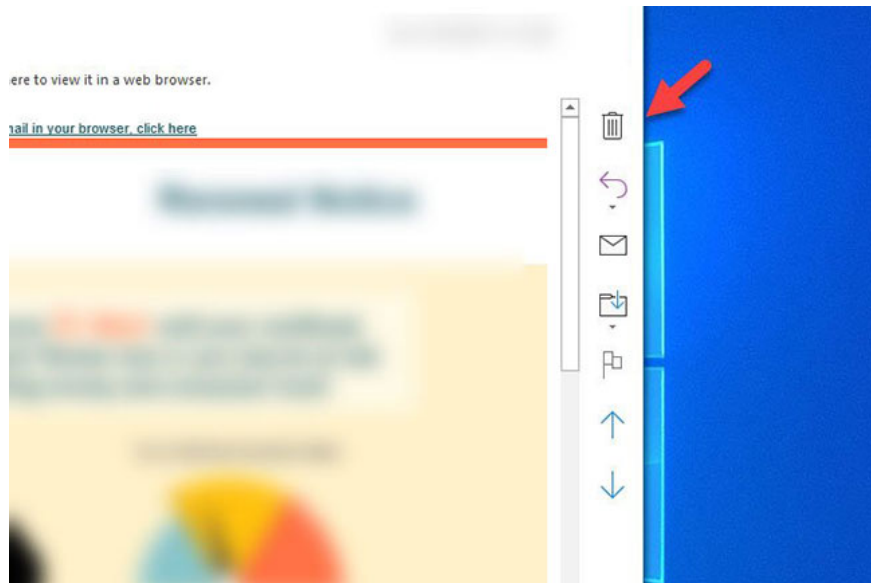
Select Touch / Mouse Mode from the list

This will activate a new icon in the toolbar, called **Touch / Mouse Mode**. You need to click on this icon and choose a mode as required.



Select a mode as required

Changes will be applied immediately. As mentioned earlier, you can find a new menu bar, which looks like this.



New menu after switching to Touch Mode

All operations are completed! In case you want to revert the change, follow the last 3 steps.

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