

Minimize Outlook Email to the System Tray for Efficiency

<https://www.lifewire.com/minimize-outlook-to-system-tray-1173702>

What to Know

- Open Outlook, right-click the **Outlook** icon in the Windows system tray, select **Hide When Minimized**, then minimize Outlook.
- If you still see the Outlook icon in the Windows [taskbar](#), right-click it and select **Unpin from taskbar**.
- If you can't find the Outlook icon, select the **Show hidden icons arrow** in the system tray.

This article explains how to minimize Outlook to the system tray in [Windows 10](#). Instructions apply to Microsoft Outlook 2019, Outlook 2016, Outlook 2013, Outlook 2010, and Outlook for Microsoft 365.

Minimize Outlook to the System Tray

If your Windows taskbar is getting crowded, but you prefer to keep Microsoft Outlook open all the time, you can add an Outlook icon to the system tray.

1. Open Outlook.
2. Go to the Windows system tray and right-click the **Outlook** icon.



3. Select **Hide When Minimized**. A check mark before **Hide When Minimized** indicates that Outlook is set up to minimize to the system tray.
4. In Outlook, select **Minimize**. Outlook disappears from the taskbar and reappears on the system tray.

Use the Registry to Minimize Outlook

If you prefer to make the change using the [Windows Registry](#), first create a system restore point and then follow these steps:

1. Open the Registry Editor. Go to the Windows taskbar and, in the Search box, enter **regedit**. Select **regedit Run command** from the search results.
2. In the Registry Editor window, go to the **HKEY_CURRENT_USER\Software\Microsoft\Office\16.0\Outlook\Preferences** folder.

To unhide and make visible the Outlook icon in the main system tray:

1. Select the **Show hidden icons** arrowhead in the system tray.
2. Drag the **Microsoft Outlook** icon from the expanded tray to the main system tray area.
3. To hide the Outlook icon, drag it to the **Show hidden icons** arrowhead.