

Tout It Button Disappears from Outlook When Replying or Forwarding

If you're in Outlook and don't see the Tout It button appear after replying to or forwarding an email, it may be because the compose window is not popping out. You'll need to change your settings so that replies and forwards are opened in a new compose window.



Note

This is our old add-in. If you already have it installed, it will continue to work until 2020. If you are a new user, please install our new [Office 365 add-in](#).

1. Click **File**.
2. Click **Options**.
3. Click **Mail**.
4. Scroll down to Replies and Forwards.
5. Select the check box next to, "Open replies and forwards in a new window."