How to Add a Ruler to Outlook Messages	Brought to you by **Lisa Schwaiger** - DOPM HelpDesk Triage and Computer Tech in MT-403

QUESTION:

I want to have a RULER at the top of email messages as I compose.

Some reasons I might want to do that are:

- To see how big a table is, and make sure it's small enough to print nicely
- To see how big an image I'm inserting is
- To help with alignment, indents and such

How do I do that?

ANSWER:

Very simple to add that. Just follow along in this 30 second video:

https://www.youtube.com/watch?v=utQAR2Yz_9I

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