

# Removing the Surround SCM Menu from Microsoft Office

There are two options for removing the Surround SCM menu from Microsoft Office applications.

## Disable the Microsoft Office plug-in

1. Close all Microsoft Office applications, including Outlook.
2. Start Surround SCM.
3. Choose Tools > User Options.
4. Select the Integration category then clear the Enable Microsoft Office plug-in option.

## Manually remove the menu

1. Open the Microsoft Office application.
2. Make sure the Surround SCM menu is visible.
3. Choose Tools > Customize.
4. With the Customize dialog box open, drag the Surround SCM menu off the toolbar.

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