READ MESSAGES

There are several simple processes available that can be used to read e-mail messages in Outlook. These options are described below.

1. Open the Outlook program, if necessary.
2. Click the Maximize button, if necessary, in the Outlook window to enlarge the screen (see illustration at right).
3. Do one of the following to view the message:
   a. Double-click on the message. The message will open in a new window.
   b. Click the View Tab, click the Current View button and then select one of the available views.

Click the View Tab, in the Layout Group; click the Reading Pane button.

- **Right** – When this option is chosen, the Reading Pane will appear on the right side of the Inbox window.
- **Bottom** – To display the Reading Pane at the bottom of the Inbox window, choose this option.
- **Off** – If you don’t want the Reading Pane to display in the Inbox window, choose this option.
- **Options** – Click this link to specify other options for the Reading Pane.

The Reading Pane will appear in the Inbox window as specified.

If Off was selected, the Reading Pane will not appear.

The arrow keys on the keyboard may be used to move from one message to another.