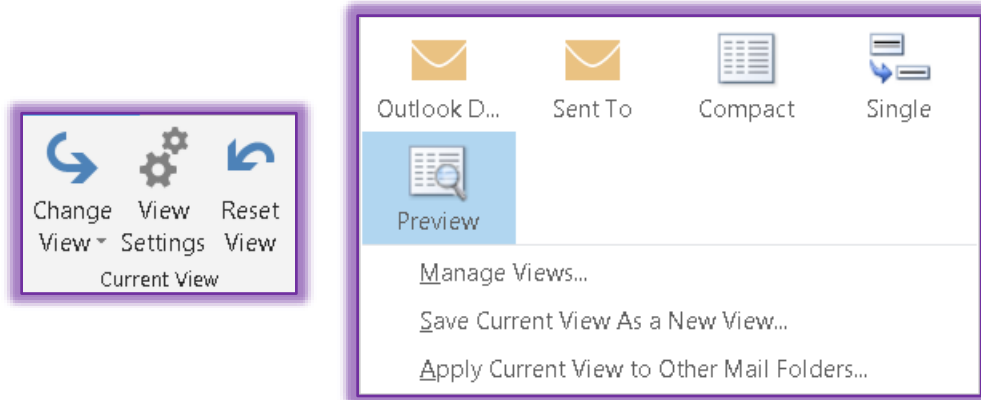


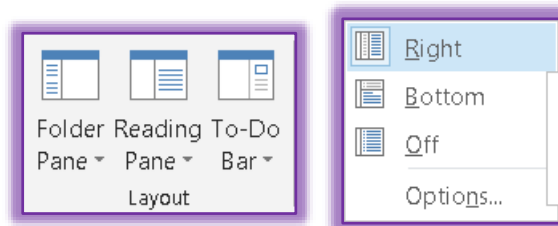
## READ MESSAGES

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

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



- 🖱 Click the **View Tab**, in the **Layout Group**; click the **Reading Pane** button (see illustration below).



- **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.