Reading Pane Options

This pane allows you to read items in Mail, Calendars, Contacts, and Tasks without opening the item. This area of the Messaging Options window is used to configure how Outlook Web Access handles unread messages.

☐ Go to your Webmail through My Siena.
☐ Click the Options button in the upper right corner of the Outlook window. This is the highlighted button shown in the illustration at the right.
☐ In the list that appears, click the Display Settings link.
☐ The Display Settings window will display with the Reading Pane tab selected.
☐ If this window doesn’t display, click the Reading Pane tab.
☐ The Reading Pane window will display.

☐ Click one of the option buttons within each area.
  ☐ Choose where the Reading Pane should appear
    ☐ Show reading pane on the right
    ☐ Show reading pane at bottom
    ☐ Hide reading pane

☐ Apply to all folders (if this box isn't selected, the layout settings you choose will only apply to the mail folder that's currently active.)

☐ Choose what happens when you move or delete an item.
    ☐ Open the previous item
    ☐ Open the next item
Apply to All Folders – If this option isn’t selected, the changes will only apply to the current folder.

Choose what happens when you move or delete an item
- Open the previous item
- Open the next item

When all the options have been selected, click the OK button