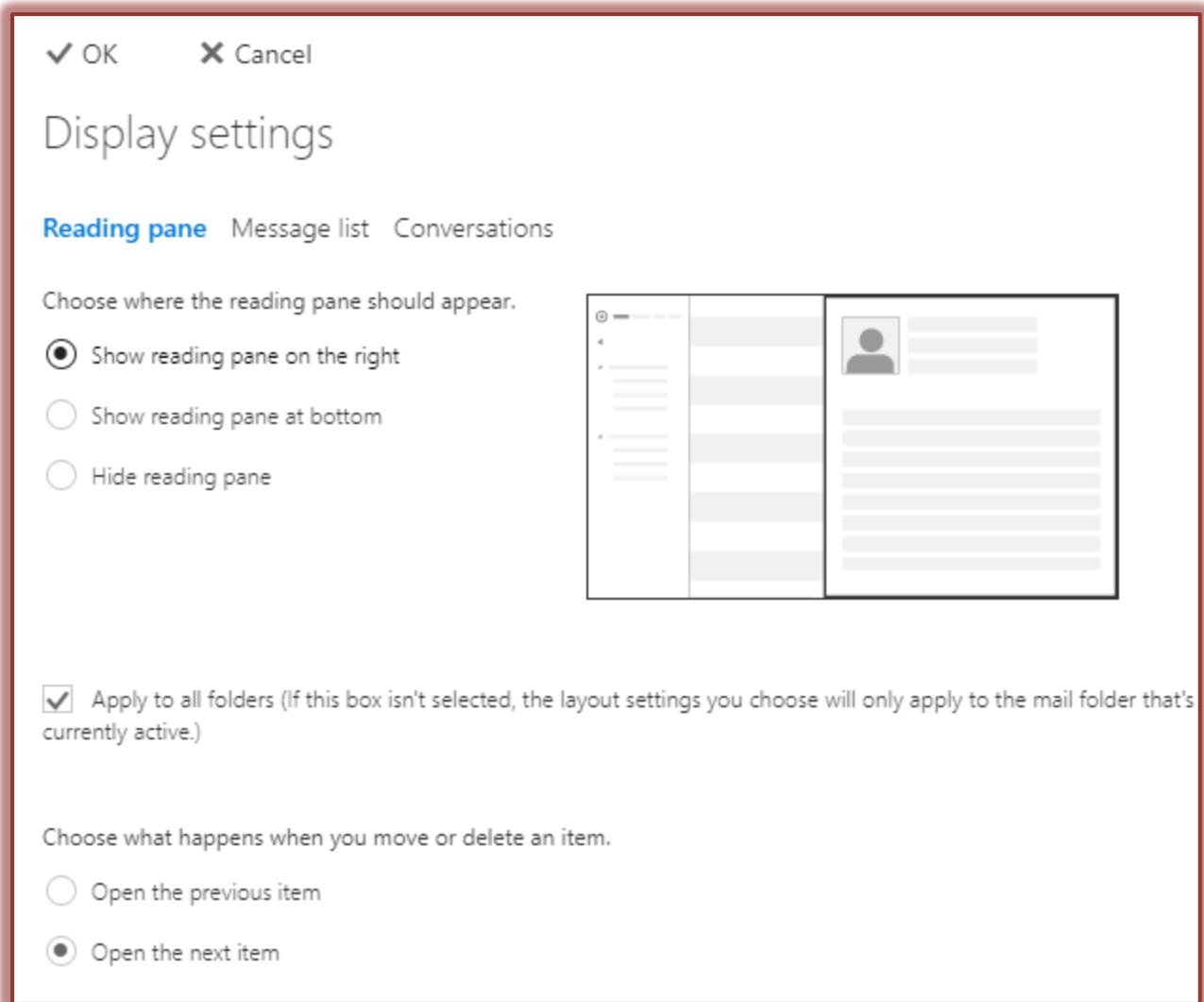


## Reading Pane Options

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 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