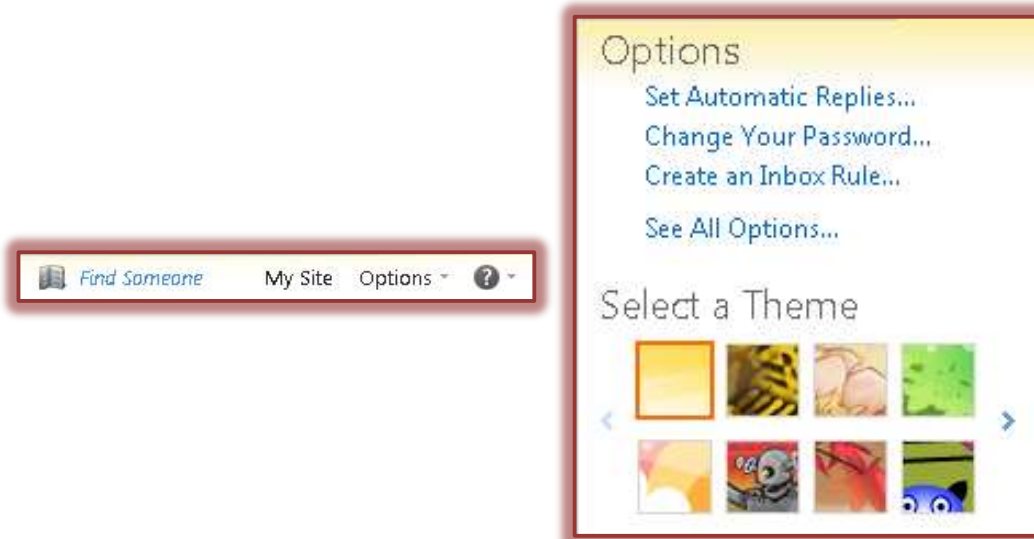


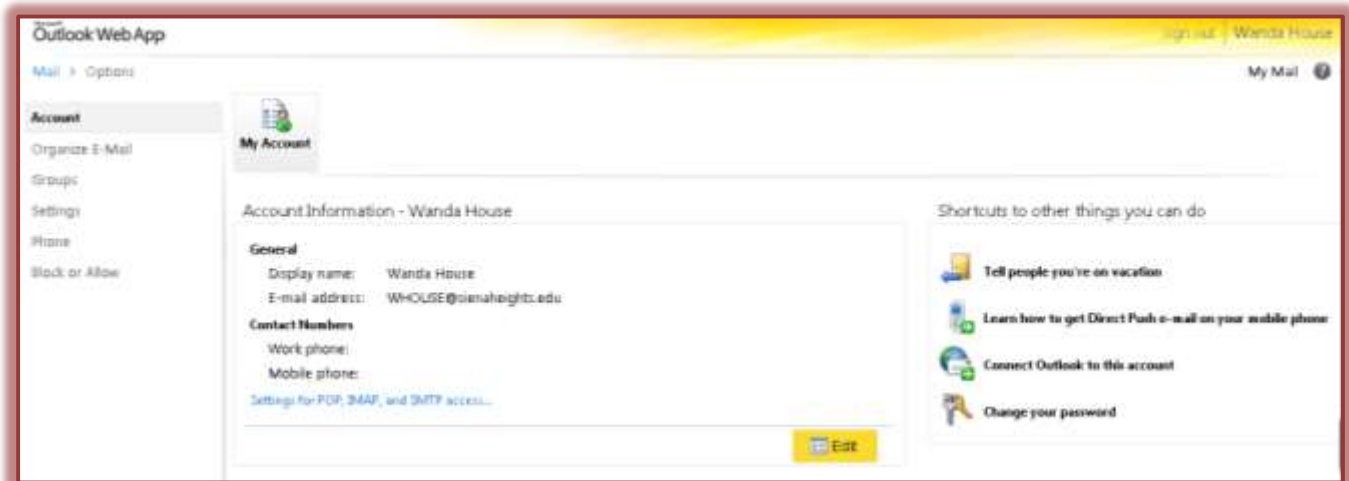
Reading Pane Options

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.

- Click the **Options** link in the **upper right** corner of the **Outlook Web Access** window (see illustration below).



- In the list that appears, click the **See All Options** link.
- The **Options** window will display with the **Account** option selected (see illustration below).



- Click the **Settings** link on the left side of the window.
- Click the **Mail** button.
- The **Mail Options** window will display.
- The **Reading Pane** options will appear on the right-side of the window (see illustration on next page).
- Three options are available in this area. They are:
 - ✦ **Mark the item displayed in the Reading Pane as Read** – Select this option when a number of seconds is to be specified before the message is marked as read.

- ✦ **Mark the item as Read when the selection changes** – When this option is chosen, the message will be marked as Read when a new message is selected.
- ✦ **Don't automatically mark items as Read** – This item should be selected when messages displayed in the Reading Pane should never be marked as Read.



-  Click one of the option buttons within this area.
-  When all the options have been selected, click the **Save** button

Reading Pane

Choose when items should be marked as Read.

Mark the item displayed in the Reading Pane as Read

 Wait seconds before marking the item as Read

Mark the item as Read when the selection changes

Don't automatically mark items as Read