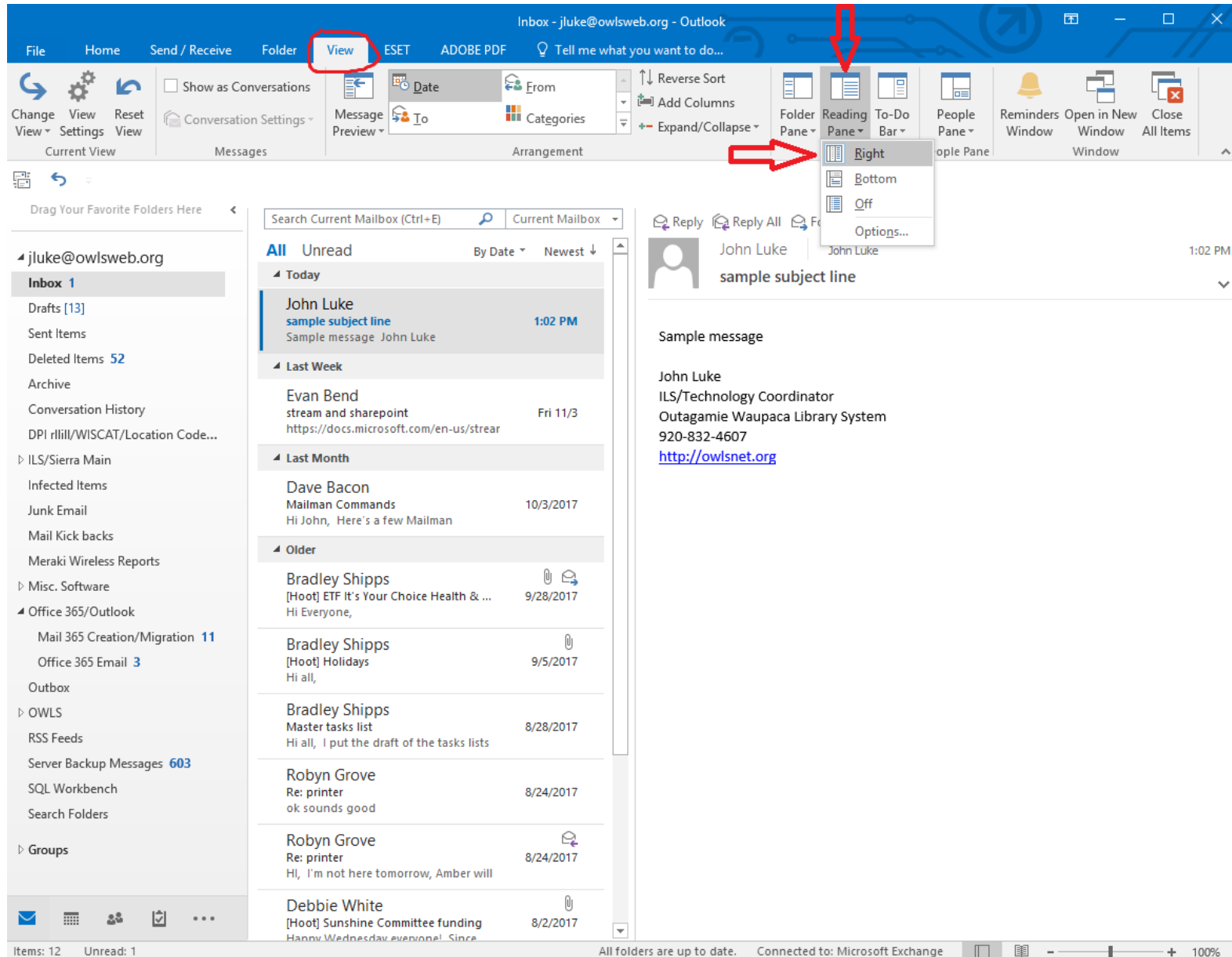
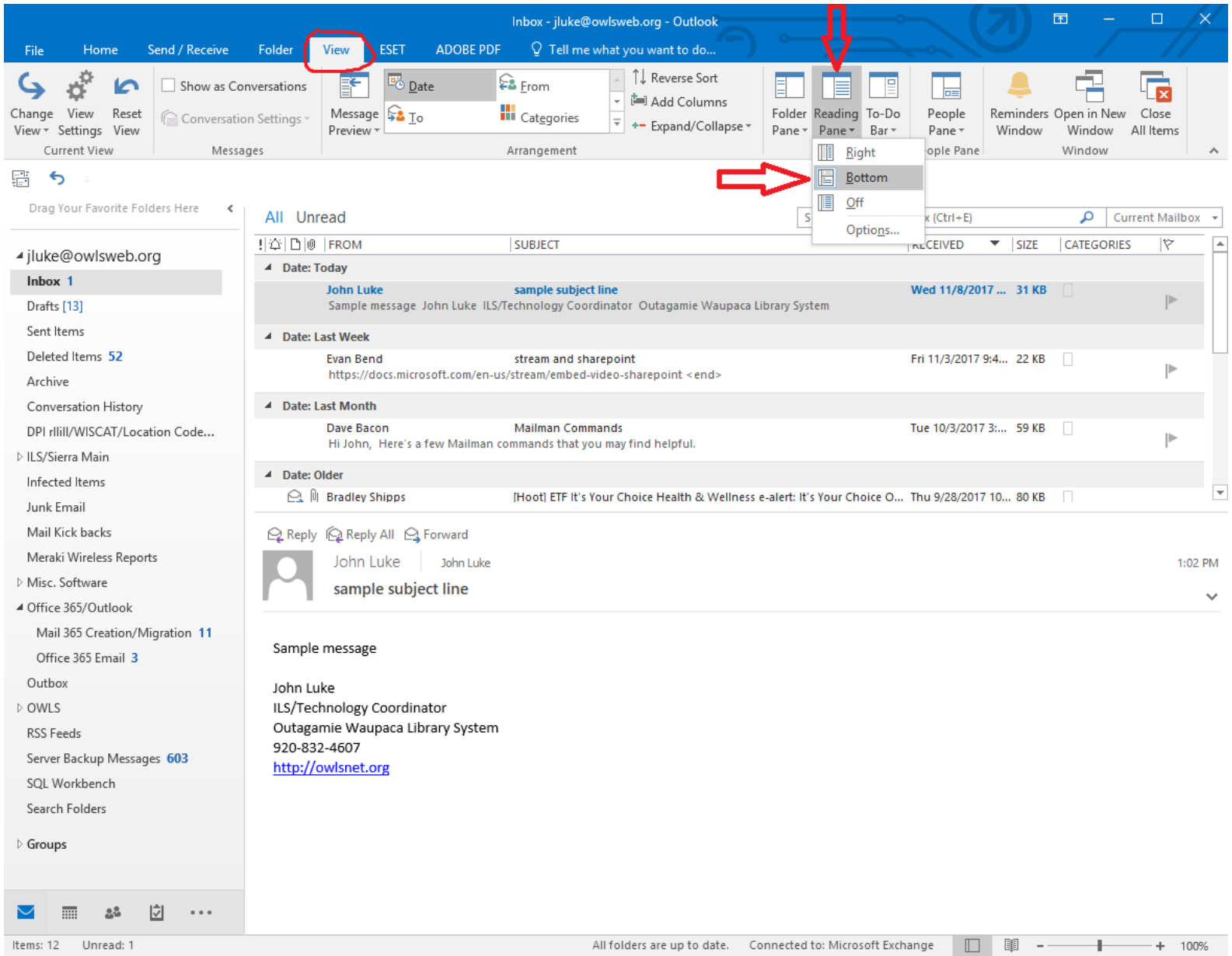


OUTLOOK CLIENT VIEWING FEATURES

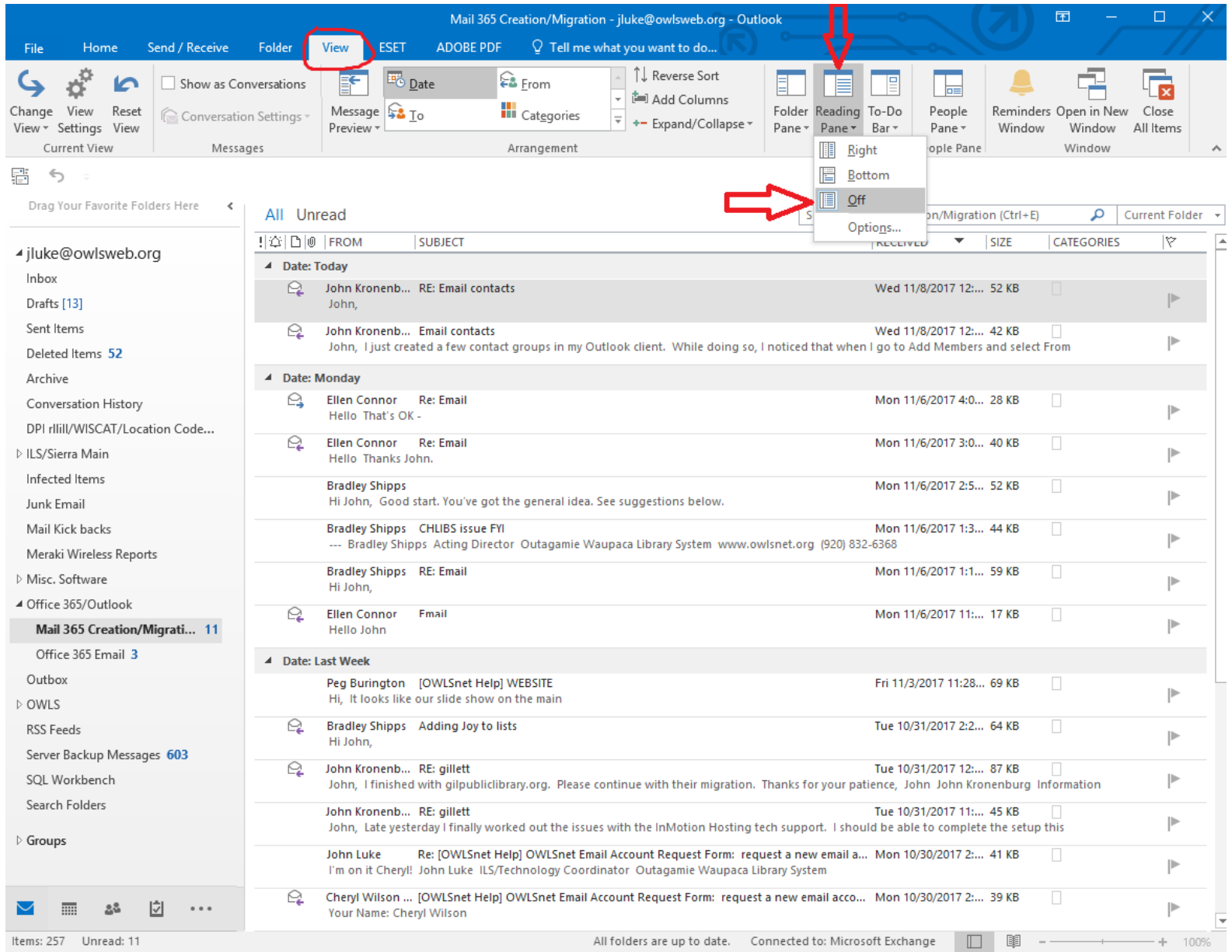
READING PANE SETTINGS



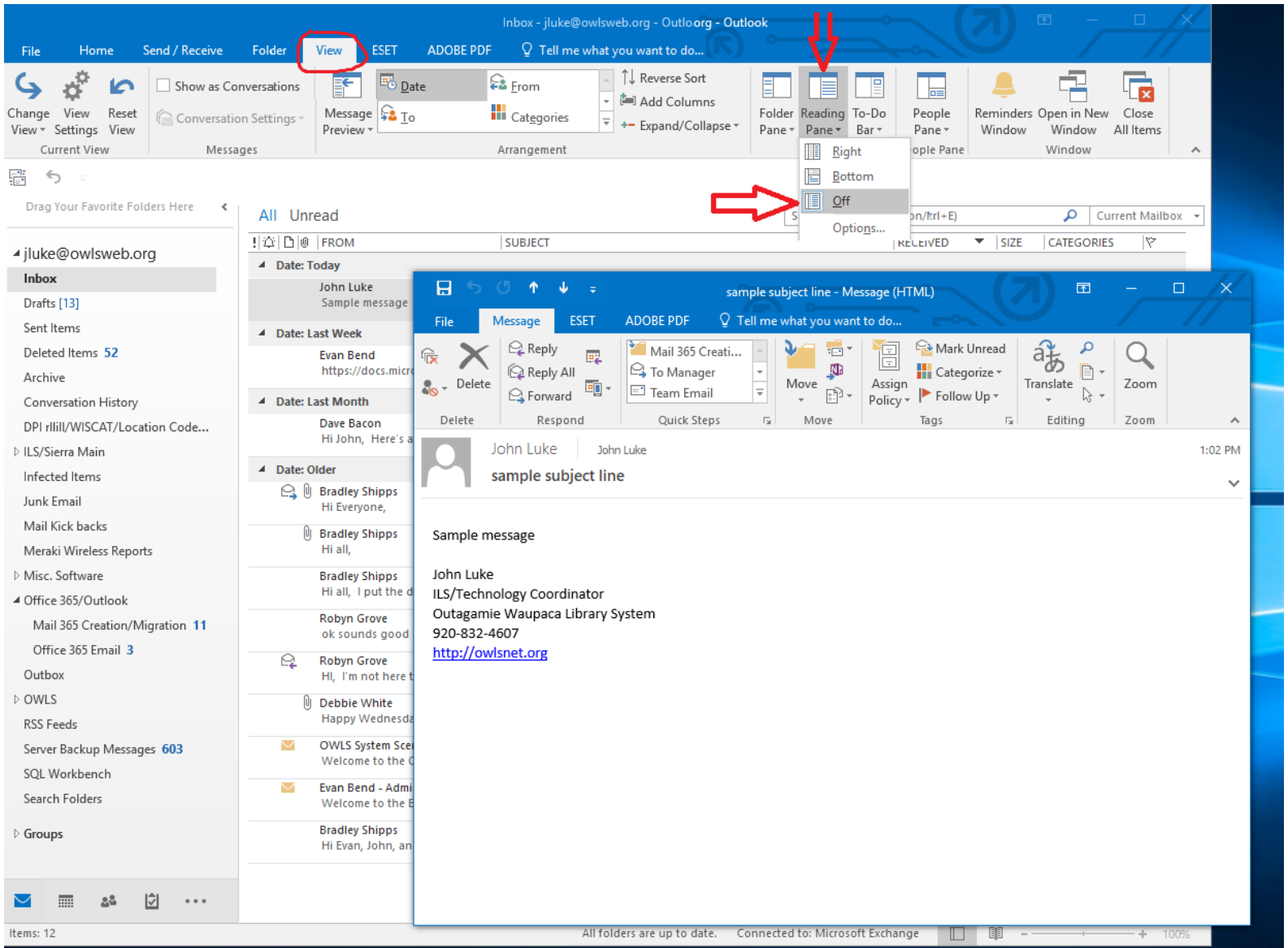
You can select where you want the message reading pane to appear. Go to the *View* tab. Here we have the reading pane on the right. The selected message appears on the right side of the window with a narrow message list in the middle.



Here we have the reading pane on the bottom. The selected message appears on the bottom of the window with a wide message list above it.

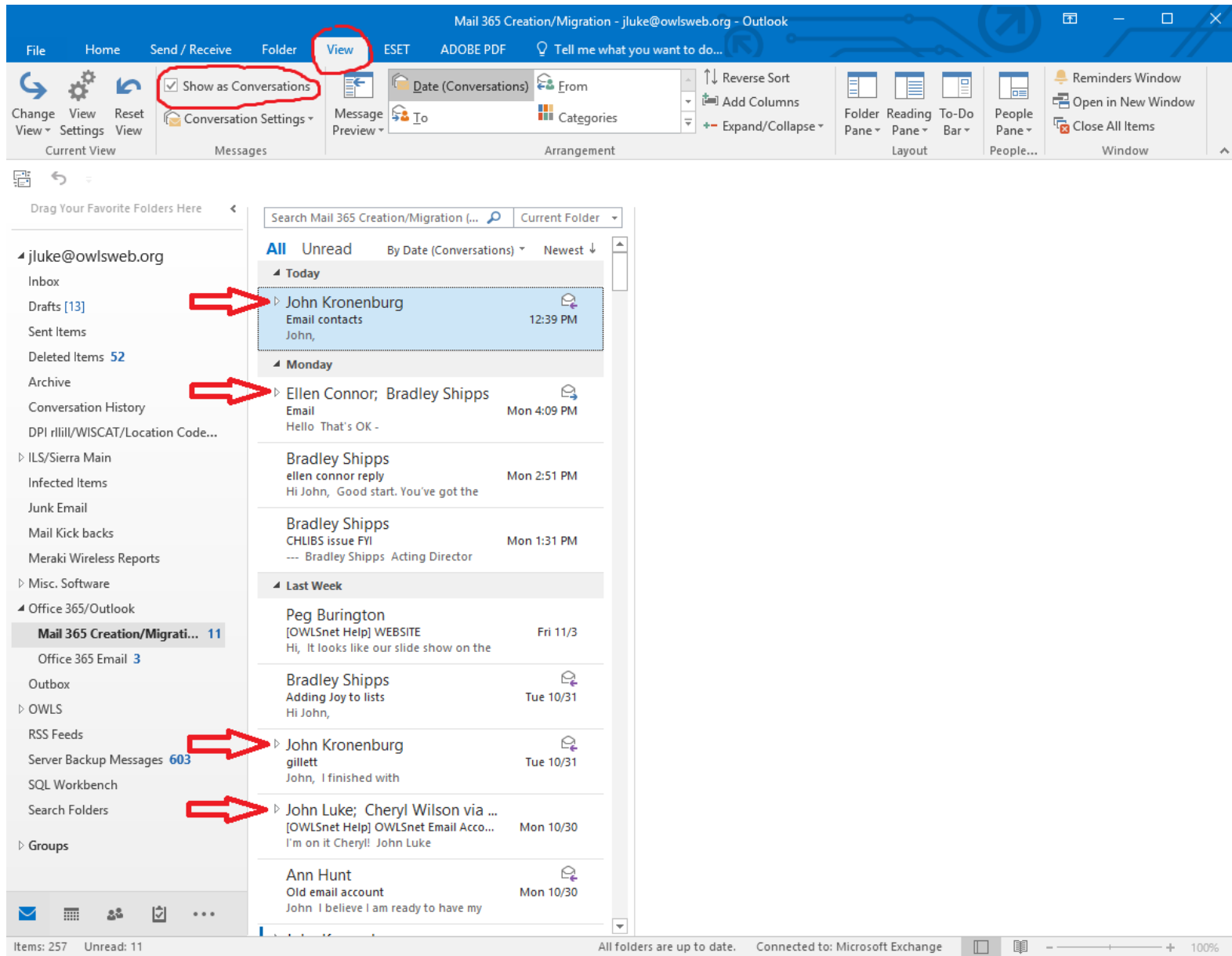


Here we have the reading pane turned off. The wide message list fills that window now.

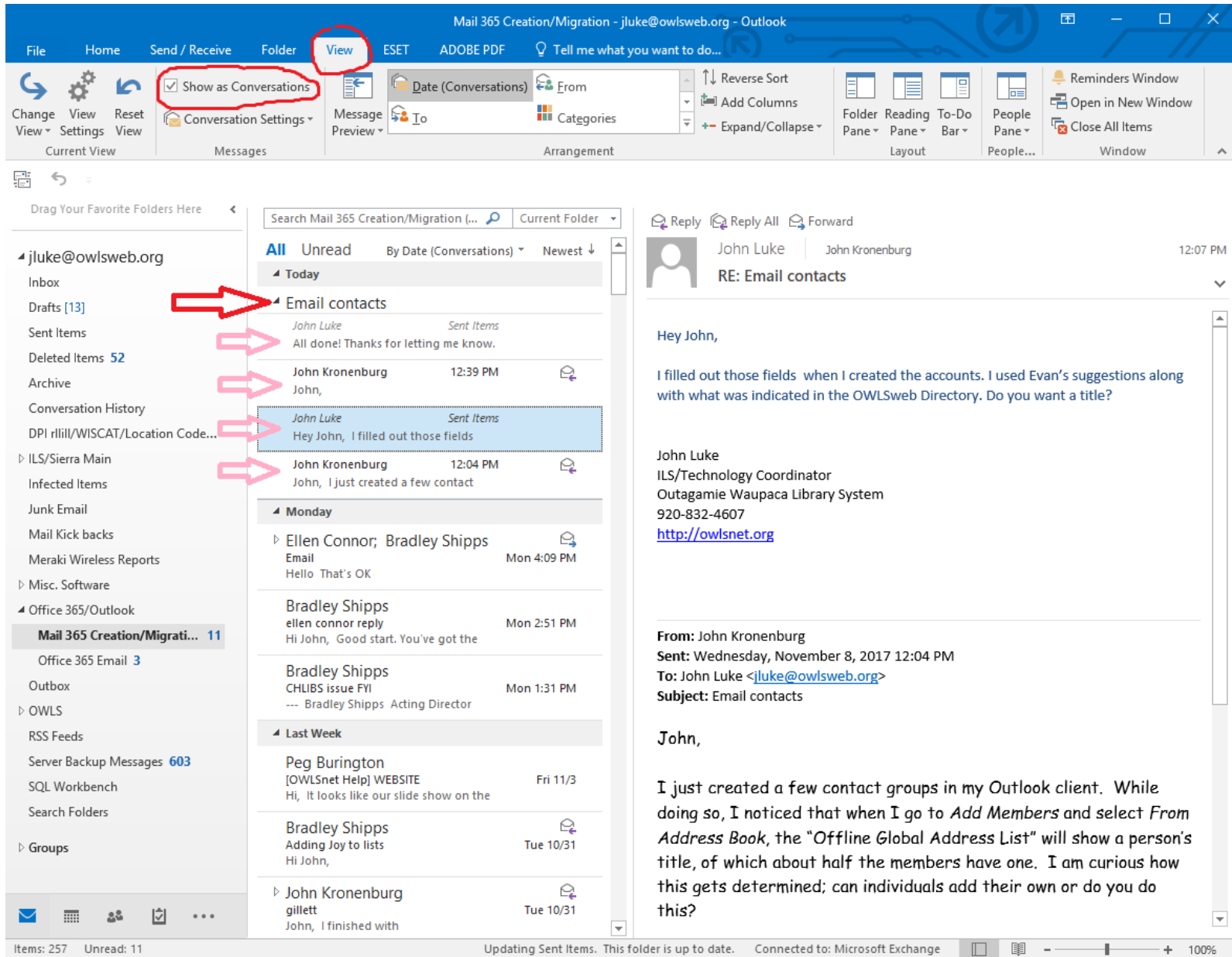


To read a message, double click a message and it will appear in a second window.

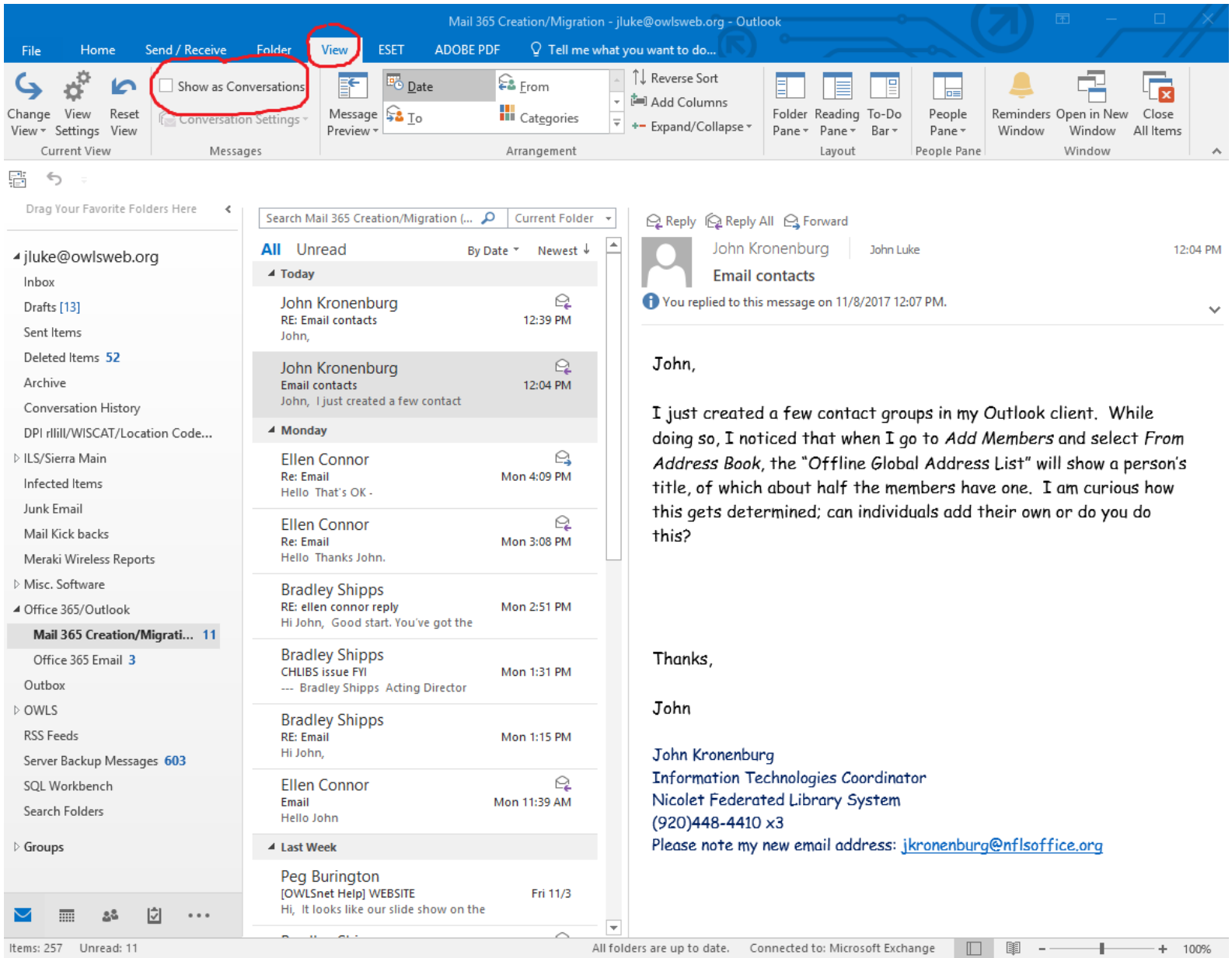
MESSAGE LIST SETTINGS



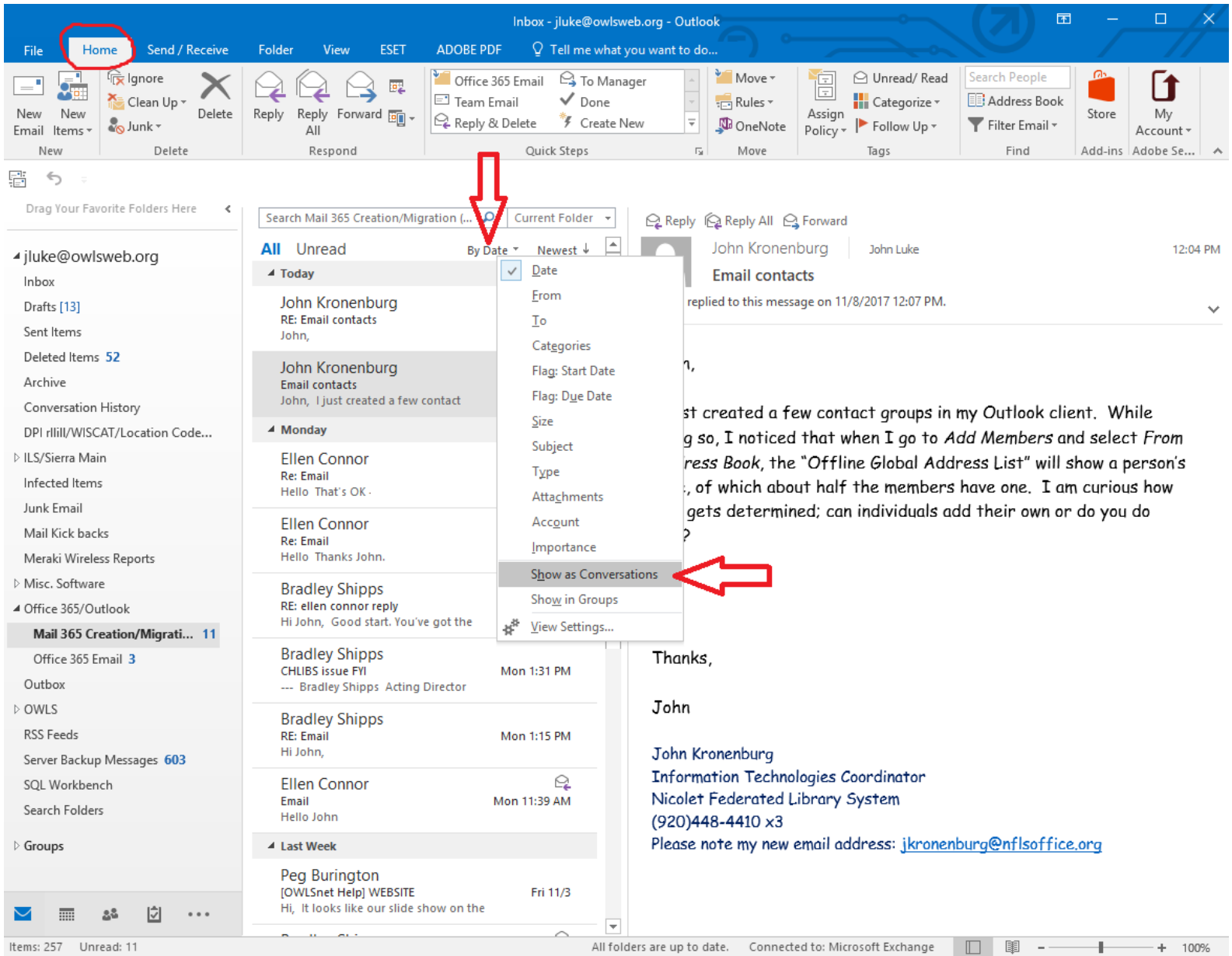
While in the *View* tab, by checking the *Show as Conversations* box, we see the message list in **Conversation View**. There are little carrots at the left of a message that have had replies, etc. However, until you open those carrots, you cannot easily see all the messages due to the nesting.



Here we can now see all the messages in a nested form by opening the carrot on the left side of the message list, and the linked messages will appear as one long thread in the reading pane.



By unchecking the box *Show as Conversations*, we see the message list in **Message View**. This lists *every* message individually, and does not nest anything. When you click to open a message, you see only one message at a time.



You can also toggle between **Conversation View** & **Message View** while in the *Home* tab. Click on the *By Date* filter at the top of the message list, and you can turn *Conversation View* on or off here.