


READING 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:

-  Click **View** on the **Menu Bar** and then click **Auto Preview**. The first three lines of each message will appear.

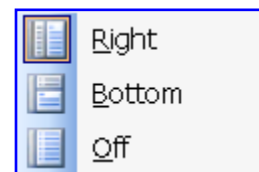
-  Double-click on the message. The message will open in a new window.

-  Click the **Reading Pane** button on the toolbar (see illustration at right). The Reading Pane will appear on the right side of the Inbox window.




-  Click **View** on the **Menu Bar** and then choose **Reading Pane**. Three options will appear:


- 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.



- ✦ Move through the messages to see what each of the senders had to say.

-  The **Next Item** button will move you to the next item in the list (see illustration top right).



-  The **Previous Item** button will move you to the previous item in the list (see illustration bottom right).

