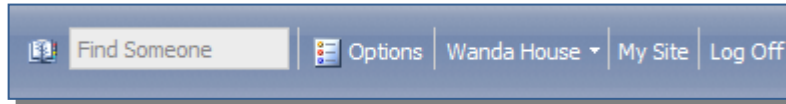


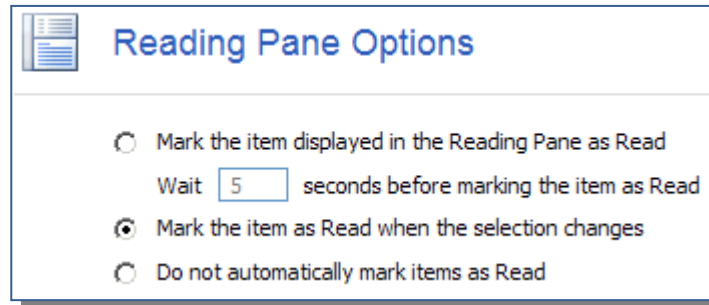
## Reading Pane Options

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 side of the window (see illustration below).



- Click the **Messaging** link on the left side of the window.
- The **Messaging** window will display.
- Scroll down to the **Reading Pane Options** section of the **Messaging Options** window (see illustration below).



- Click one of the option buttons within this area.
- When all the options have been selected, click the **Save** button (see illustration at right).

