







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.
- ✦ The **arrow keys** on the keyboard may be used to move from one message to another.