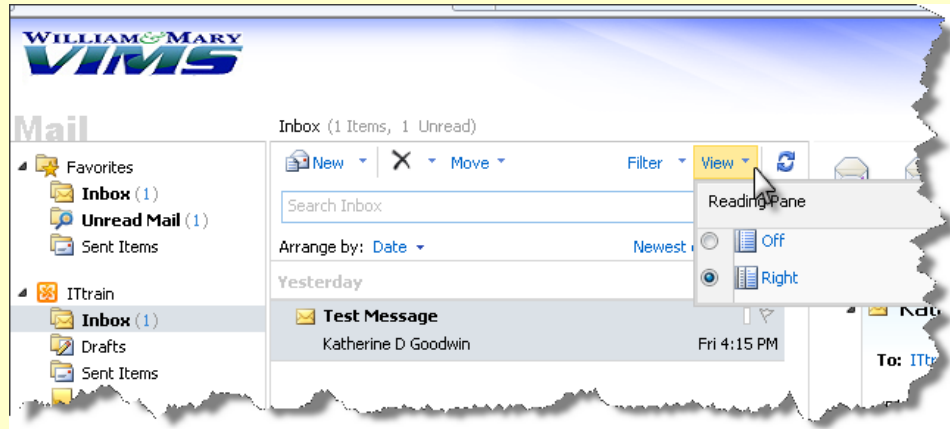


Turn Reading Pane On or Off

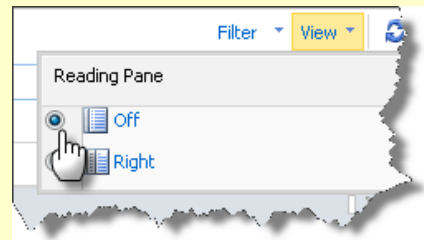
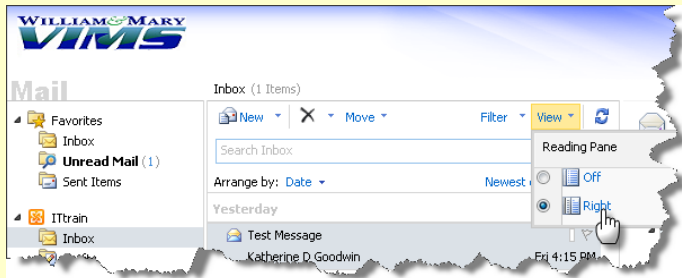
You can preview messages in your Inbox (or other mail folders, like Sent Items or Drafts) without opening them by using the Reading Pane. You can also open attachments, follow a hyperlink, use voting buttons, view the follow-up information in the InfoBar, and respond to meeting requests.

Try This Yourself:

- 1 Click on the **View** button.



- 2 To turn on the **Reading Pane View**, select **Right**. To turn off the **Reading Pane View**, select **Off**.



- 3 Here is an example of the **Reading Pane View** turned on:

