Reading E-mail Messages

The Inbox

You can use Outlook to view, reply to, and forward messages you receive. In addition to receiving an e-mail message, you can save the message as a file. You can also delete and restore deleted messages.

By default the messages you receive are stored in the *Inbox* folder. The Folder pane displays the Folder Contents list. The Reading pane is used to view messages without opening them.

Message header

The header of an e-mail message appears in the Folder Contents list. The message header contains the following information:

From – Tells you the name of the sender of the message

Subject – Indicates the subject of the message. This column helps you identify the content of the message.

Received – Contains the date and time when the message was received.

Icon – The icon is located to the left of each message.

A new and unread message.
A message that's been read.
A message that's been read and replied to.
A message that's been read and forwarded
A message with a file attachment.
A flagged message.

Previewing and reading messages

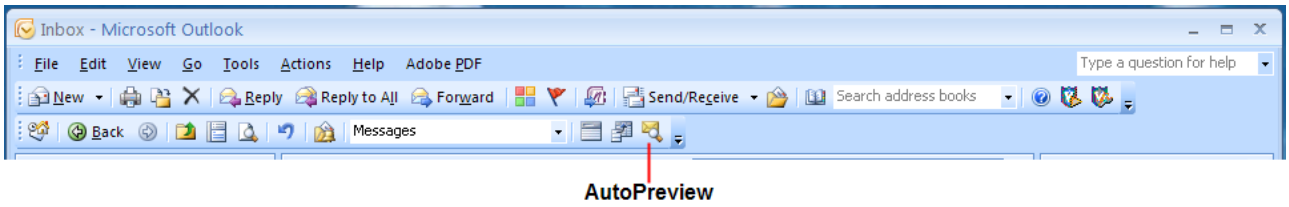
All new messages are delivered to the *Inbox* folder. Messages that have not been read appear in bold with a closed-envelope icon. Messages that have been read appear in regular text with an open-envelope icon.

Previewing messages

There are two ways to preview messages. You can either preview the first three lines of a message in the Folder Contents list or preview the content of the message in the Reading pane.

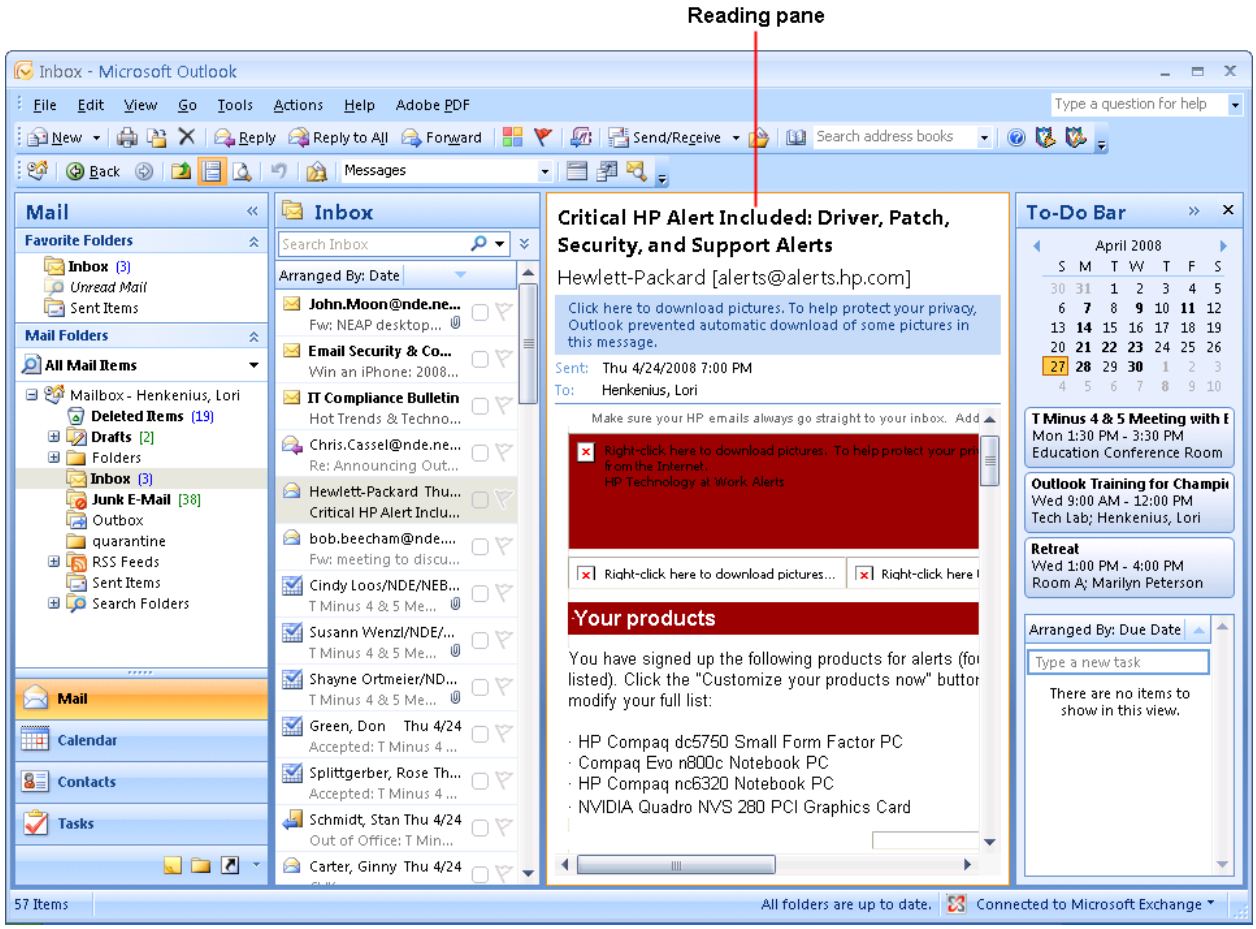
Previewing the first three lines of a message

Select the **AutoPreview** icon from the Advanced toolbar. This is like a toggle switch, click it once it turns on click it again and it turns off. See the picture below:



Previewing using the Reading pane

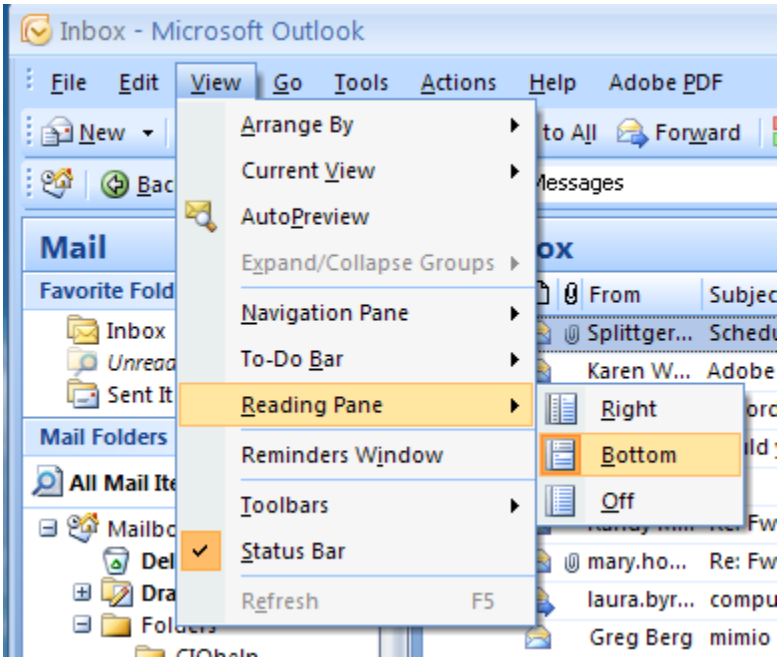
The Reading pane is displayed only when a mail-related pane or folder is active. When the Mail pane is active, the Reading pane appears between the Folder pane and the To-Do bar in the Outlook window, as shown below. You can read the contents of an item, preview and open attachments, follow a hyperlink, use voting buttons, and respond to meeting requests.



Show, hide, or move the Reading pane

You can turn off the Reading pane by going to the Menu bar and selecting **View, Reading Pane, Off**. Or by using the Advanced toolbar and toggling the Reading Pane icon.

You can also change the Reading pane's position. The default position of the Reading pane is to the right of the Folder pane. You can change this to the bottom of the screen by choosing from the Menu bar, **View, Reading Pane, Bottom**.



Viewing Attachments

Previewing an attachment

1. Click on the attachment once
2. Click on the Preview file button.

Opening an attachment

1. Double click on the attachment
2. Select Open or Save.