Preview Messages

You can preview your messages to quickly identify the ones that are important or need immediate action.

When you preview your messages you are not actually opening them, therefore they will still appear as “unread” messages in your Inbox. If you want your messages to be marked "read" after you preview them you can select the option "Mark documents read when opened in Preview Pane" in File-Preferences > User Preferences.

Basic Configuration

Click the arrow next to Preview at the bottom of the View Pane to open the Preview Pane.

Select the message that you want to preview.

The content of the selected message is displayed down here in the Preview Pane.

To adjust the size of the Preview Pane drag this border up or down.

To close the Preview Pane, click the arrow next to the word Preview.
Standard Configuration

Click the **Show** action
Choose **Preview on Bottom or Preview on Side**

Choose **Hide Preview** to close the Preview Pane.