

Outlook Web Access Settings – Display Settings

When you click the gear icon in the upper you will have access to the settings you can manipulate. The options available with Web access are shown at the right

Display Settings change the way your mailbox displays. You can change settings for Reading Pane, Message List, and Conversations. The available options can change depending on the choices your make.

Reading Pane

Make your choices and click OK to save. My favorite (but maybe not yours) is to hide the reading pane. Regardless of the choices you make, you will want to check Apply to all Folders.

Refresh

Automatic replies

Display settings

Manage integrations

Offline settings

Change theme

Options

Message List

Make your choices and click OK to save. My favorite is to hide the preview text.

Conversations

Make your choices and click OK to save. My favorites are already the default.