How do I adjust the reading pane on Outlook Web Access?

1. Click on the gear icon to access your settings. This is usually located in the upper right portion of the web page and is indicated by the number 1 in the picture below.

2. Click on "Display settings", indicated by the number 2 in the picture below.

3. Then choose if you would like the reading pane to be located on the right side of the web page or below the list of your emails, or turn off the reading pane altogether. See number 3 in the picture

4. Finally , click on "OK", indicated by the number 4.