

Add & Change your reading pane

- 1) Click on View.
- 2) Select Reading Pane.
- 3) Select either Right, Bottom, or Off.
- 4) Change the size of the reading pane by dragging the separator bar.

Note: attachments can be opened through the reading pane; or, you can right click on the attachment displayed in the reading pane, select Save As and save it to disk.