EMAIL VIEWS

FOCUSED AND OTHER INBOX IN OUTLOOK 365 WEB APP

Please see Tips for Microsoft 365.

**Focused** inbox separates your inbox into two tabs: **Focused** and **Other**. Your most important emails are on the **Focused** tab while the rest remain easily accessible, but out of the way on the **Other** tab.

**Focused Inbox**

1. In your Outlook 365 web app **Mail** app, at the top right corner, click on the **Settings** icon (cogwheel).
2. Find **Focused Inbox**, and toggle the icon to turn on Focused and Other inboxes.
3. In your inbox, important emails will appear in the **Focused** inbox.
4. Less important emails will be redirected to your **Other** inbox.

**Other Inbox**

1. To move your messages from your **Focused** inbox to your **Other** inbox, right-click on a particular email.
2. From the pop-menu that appears, click **Move**, and select **Move to Other inbox**.
3. You can choose to **Always move to Other inbox** emails like notifications from your Teams, or newsletters from your subscriptions.

READING PANE IN OUTLOOK 365 OWA AND OUTLOOK 2016/2019 DESKTOP APP

**Outlook 365 web app**

1. Click on the **Settings** icon (cogwheel), and navigate to the “**Reading pane**” header.
2. Choose from:
   a. **Show on the right** – Shows the normal view or emails on the left and the reading pane on the right.
   b. **Show on the bottom** – Shows your emails in a compact view at the top, and at the bottom, will be the reading pane.
   c. **Hide** – This selection hides your reading pane entirely.

**Outlook 2016/2019 Desktop App**

1. Click on the **View** tab, and navigate to the “**Layout**” group in the ribbon.
2. Click on **Reading Pane**, and from the drop-down menu, choose from:
   a. **Right** – Show the Reading Pane on the right side of the view.
   b. **Bottom** – Show the Reading Pane on the bottom of the view.
   c. **Hide** – Hide the Reading Pane.
POP-OUT FEATURE IN OUTLOOK 365 WEB APP

1. When you want to reply or compose an email, you can utilize the pop-out feature or open your email in a new window.
2. In Outlook 365 web app, at the top left corner, click the New message button or simply reply to an email.
3. In the new message, at the top right corner, below your Profile picture, click the Open in new window icon.
4. Now, your message will be in full view.

POP-OUT FEATURE IN OUTLOOK 2016/2019 DESKTOP APP

1. In your Outlook 2016/2019 desktop app, once you click the New email icon in the Home tab, the new message automatically pops-out to a new window.

2. If you are replying to an email, you can click the Pop Out icon just above the Send button.