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.