Modifying Preferences - Microsoft Outlook 2016 for the Mac

When first opening Outlook 2016, the Outlook Interface appears, which allows you to view the following items: email, calendars, people (contacts), and tasks. When opening Outlook 2016, the default view is your email Inbox (See Figure 1).

The Interface

1. **Outlook Tab** - The Outlook tab is where you manage your account settings and many more preferences (See Figure 1).
2. **Menu Bar** - Where you can access all the commands for Outlook (See Figure 1).
3. **Ribbon** - Where you can access the tools for handling your mail such as creating a new email, organization, responding, layout, message settings, and many more options (See Figure 1).
4. **Quick Access Toolbar** - Shortcuts to undo, redo, and print (See Figure 1).
5. **Search Mailbox** - Search for the person or text to find a particular message (See Figure 1).
6. **Ribbon Display Options** - You can collapse or show the whole ribbon (See Figure 1).
7. **New Email or Item** - On the Home ribbon, you can create a new message, appointment, meeting, contact, or task (See Figure 1).
8. **Folder Pane** - A list of folders in your mailbox or other people’s mailbox (See Figure 1).
9. **Message List** - Messages listed in the currently selected folder. At the top of the message list you can filter how you want to view the list (See Figure 1).
10. **Reading Pane** - The message currently selected appears. You can respond to the message by using Reply, Reply All, or Forward (See Figure 1).
11. **Navigation Bar** - Navigate to Mail, Calendar, People, or Tasks (See Figure 1).
12. **Status Bar** - View connection status and various status indicators (See Figure 1).
Changing the Item View Settings

Use the Organize tab to change the view settings, regardless of which item in Outlook you are actively viewing. The Organize tab contains groupings of commands, buttons and drop-down menus that allow you to manage view settings, such as control the arrangement of displayed information; and customize the actions of various panes and windows. The following explains how to change the view settings for your Inbox:

1. In the Ribbon, click the **Organize** tab.

   ![Figure 2 - Click the Organize Tab](image)

2. The **Organize** tab contains buttons that allow you to manage the conversations, message preview, and arrangement of messages.
   a. Click **Conversations** to turn on or off the arrangement of messages by conversation (See Figure 3).
   b. Click **Message Preview** to turn on or off the line preview displayed in the message pane (See Figure 3).
   c. Click **Arrange By** to change how mail is sorted (e.g., by date, by category, etc.) (See Figure 3).

   ![Figure 3 - Message Arrangement](image)

3. To turn off the **Reading Pane**, click the **Reading Pane** button (See Figure 4).

4. Click **Off** (See Figure 4).

![Figure 4 - Click Off](image)
5. The *Reading Pane* preview of your message is no longer displayed.

![Figure 5 - Closed Reading Pane](image-url)