Modifying Preferences in the Microsoft Outlook Web App

This guide walks you through modifying various preferences and views in the Microsoft Outlook Web App.

Display Settings

Use display settings to control the appearance of the reading pane, messages, and conversations. To access the display settings:

1. Click Settings.

2. Click Display settings.

3. The Display Settings window appears with links to edit settings for the Reading Pane, Message List, Conversations, and Focused Inbox.
Reading Pane Settings

The display settings for the Reading Pane allow you to choose where the Reading Pane should appear and whether or not to apply settings to all folders, choose what happens when you move or delete an item, and choose what happens when you sign in.

1. In the appearance section, click the radio button that corresponds to your preference for the reading pane display.
   a. Show reading pane on the right (See Figure 4).
   b. Show reading pane at bottom (See Figure 4).
   c. Hide reading pane (See Figure 4).
   d. Check or uncheck the box to apply to all folders (See Figure 4).

2. Click the radio button next to the desired option to choose what happens when you move or delete an item.
   a. Open the previous item (See Figure 5).
   b. Open the next item (See Figure 5).
3. Click the **radio button** next to the desired option for what happens when you sign in.
   a. Select the first message in the list (See Figure 6).
   b. Let me select the message to read first (See Figure 6).

![Figure 6 - Sign In Behavior](image)

**Message List Settings**

The display settings for the Message List allow you to select how to display your messages in the reading pane.

1. In the Message List, click the **radio button** next to the desired option for how to display your messages.
   a. Sender name first (See Figure 7).
   b. Subject first (See Figure 7).

![Figure 7 - Message Display](image)

2. Click the **radio button** next to the desired option for showing the preview text.
   a. Show preview text (See Figure 8).
   b. Hide preview text (See Figure 8).

![Figure 8 - Preview Text Display](image)
3. Click the **radio button** next to the desired option for whether to show your next calendar event at the top of your message list.
   a. Show next calendar event (See Figure 9).
   b. Hide next calendar event (See Figure 9).

![Figure 9 - Calendar Event Display](image)

**Conversations Settings**

The display settings for the Conversations view allows you to determine the display order and show or hide deleted items for conversation being viewed.

1. In the Conversations behavior selection window, click the **radio button** next to your desired option for item display order.
   a. Newest messages on top (See Figure 10).
   b. Newest messages on bottom (See Figure 10).

![Figure 10 - Display Order](image)
2. Click the **radio button** next to your desired option for display options of deleted items.
   a. Show deleted items (See Figure 11).
   b. Hide deleted items (See Figure 11).

   ![Figure 11 - Deleted Item Display](image)

**Focused Inbox Settings**

The display settings for the Focused Inbox allow you to enable or disable the feature for your mail.

1. In the *Focused Inbox* window, click the **radio button** next to the desired option for your mail sorting preferences.
   a. Sort messages into Focused and Other (See Figure 12).
   b. Don’t sort messages (See Figure 12).

   ![Figure 12 - Mail Sorting Display](image)
Changing the Theme
You can change the background for your account by selecting one of the themes available in the Outlook Web App.

1. Click **Settings**.

![Figure 13 - Click Settings](image)

2. Under **Your app settings**, click **Mail**.

![Figure 14 - Click Mail](image)

3. Click the **arrow** next to General to expand the section.

![Figure 15 - Click the Arrow to Expand General](image)

4. Click **Change theme**.
5. A list of available themes appears with your current theme selected.

![Current Theme](image1)

**Figure 16 - Current Theme**

6. Click on the desired alternate theme (See Figure 17).

7. The theme selected is displayed in the title bar (See Figure 17).

8. Click **Save** (See Figure 17).

![Select Theme](image2)

**Figure 17 - Select Theme**