

## Microsoft Outlook Web App

Modifying preferences is now easier. Using Quick Settings, you can modify your theme, control the appearance of your reading pane, display density, and conversation view with the click of a button. This guide walks you through modifying various preferences and views in the Microsoft Outlook Web App:

### Changing the Theme

You can change the background for your account by selecting one of the themes available. To change your theme:

1. Click **Settings**.

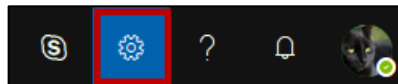


Figure 1 - Click Settings

2. The *Settings pane* will appear. A list of available themes appears with your current theme selected. Click on your desired **Theme**.
3. If you wish to view additional themes, click **View all**.

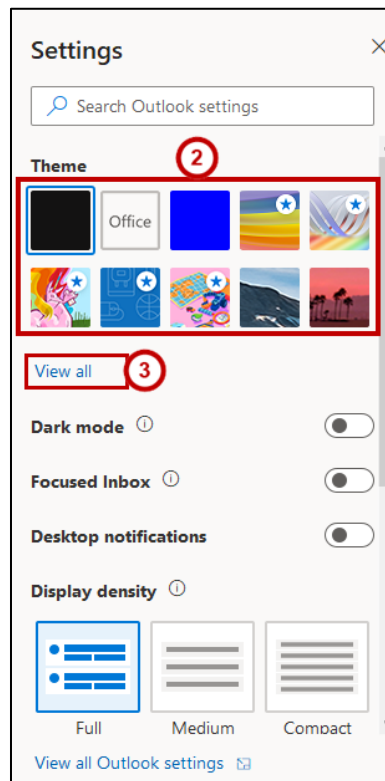


Figure 2 - Click Display Settings

## Display Density

You can change how many messages are displayed in your message list at one time by altering your display density. Depending on the setting you choose, some features may be turned off by default in the message list.

1. Click **Settings**.



Figure 3 - Click Settings

2. The *Settings pane* will appear. Scroll down and select the **Display density** that you wish:
  - a. **Full** (Default setting) (See Figure 4).
  - b. **Medium** (See Figure 4).
  - c. **Compact** (See Figure 4).

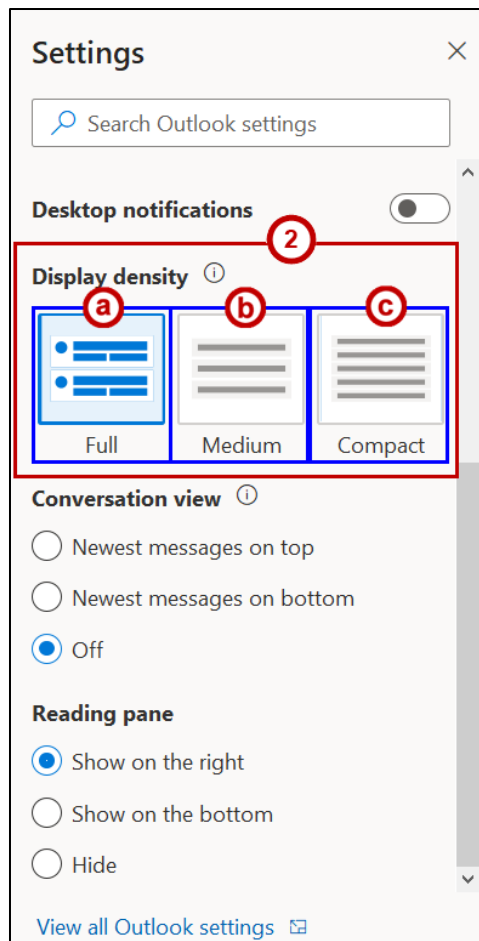


Figure 4 - Display Density

## Conversation View

The display settings for the Conversation view allows you to determine how your messages are displayed.

1. Click **Settings**.



Figure 5 - Click Settings

2. The *Settings pane* will appear. In the *Conversation view* section, click the **radio button** next to your desired option for item display order:
  - a. **Newest messages on top** (See Figure 6).
  - b. **Newest messages on bottom** (See Figure 6).
  - c. **Off** (Default) (See Figure 6).

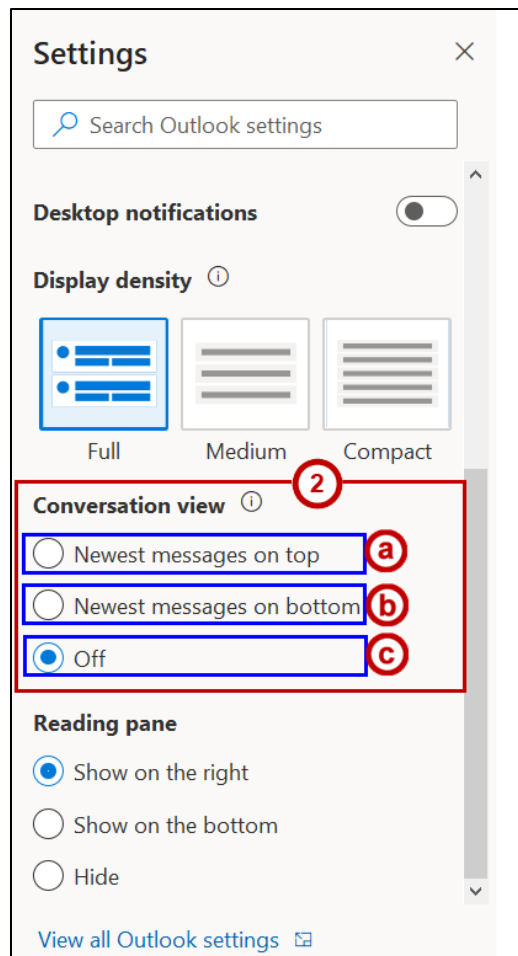


Figure 6 - Conversation View

## 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. Click **Settings**.



Figure 7 - Click Settings

2. The *Settings pane* will appear. Click the **radio button** that corresponds to your preference for the reading pane display:
  - a. **Show on the right** (See Figure 8).
  - b. **Show on the bottom** (See Figure 8).
  - c. **Hide** (See Figure 8).

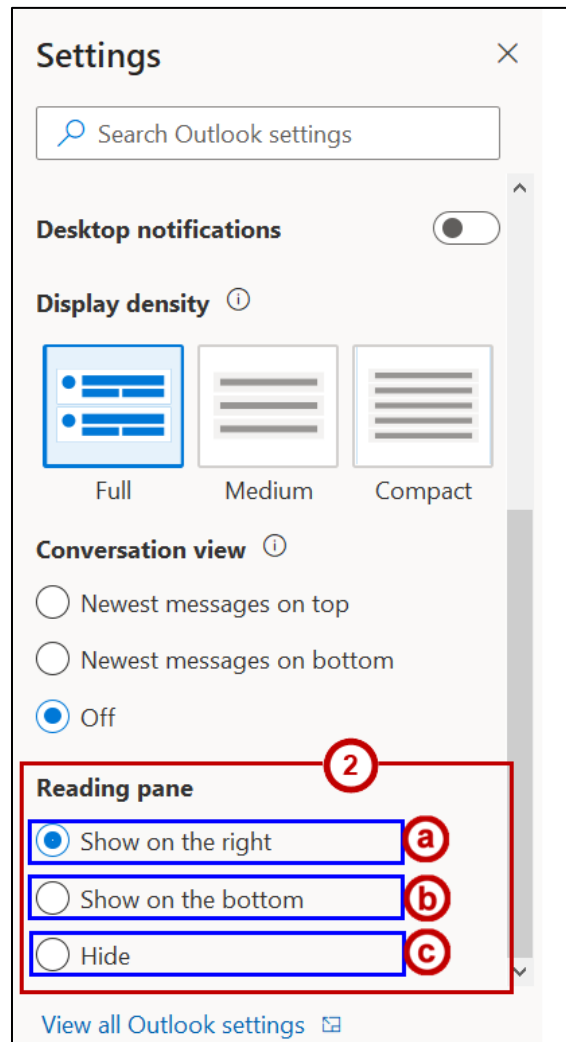


Figure 8 - Reading Pane

## Message List Settings

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

1. Click **Settings**.



Figure 9 - Click Settings

2. The *Settings pane* will appear. Scroll down and select **View all Outlook settings**.

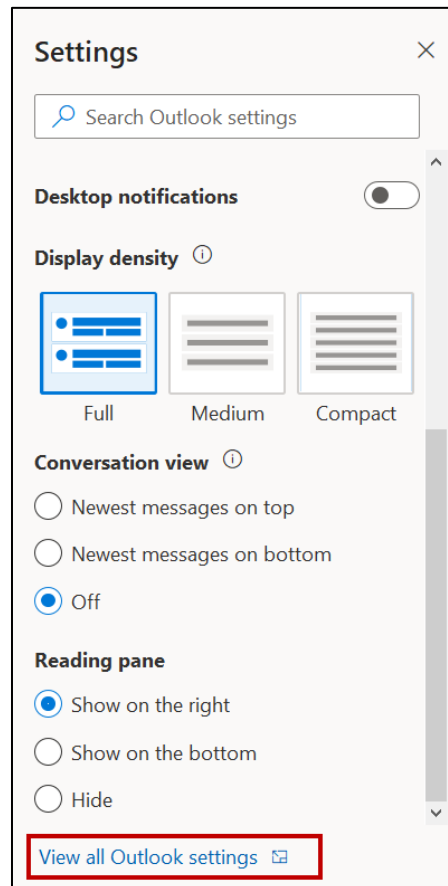


Figure 10 - View All Outlook Settings

3. Under *Message list format*, click the **radio button** next to the desired option for how to display your messages:
  - a. **Sender name first** (See Figure 11Error! Reference source not found.).
  - b. **Subject first** (See Figure 11Error! Reference source not found.).
  
4. Under *Message preview text*, click the **radio button** next to the desired option for showing the preview text.
  - a. **Show preview text** (See Figure 11).
  - b. **Hide preview text** (See Figure 11).

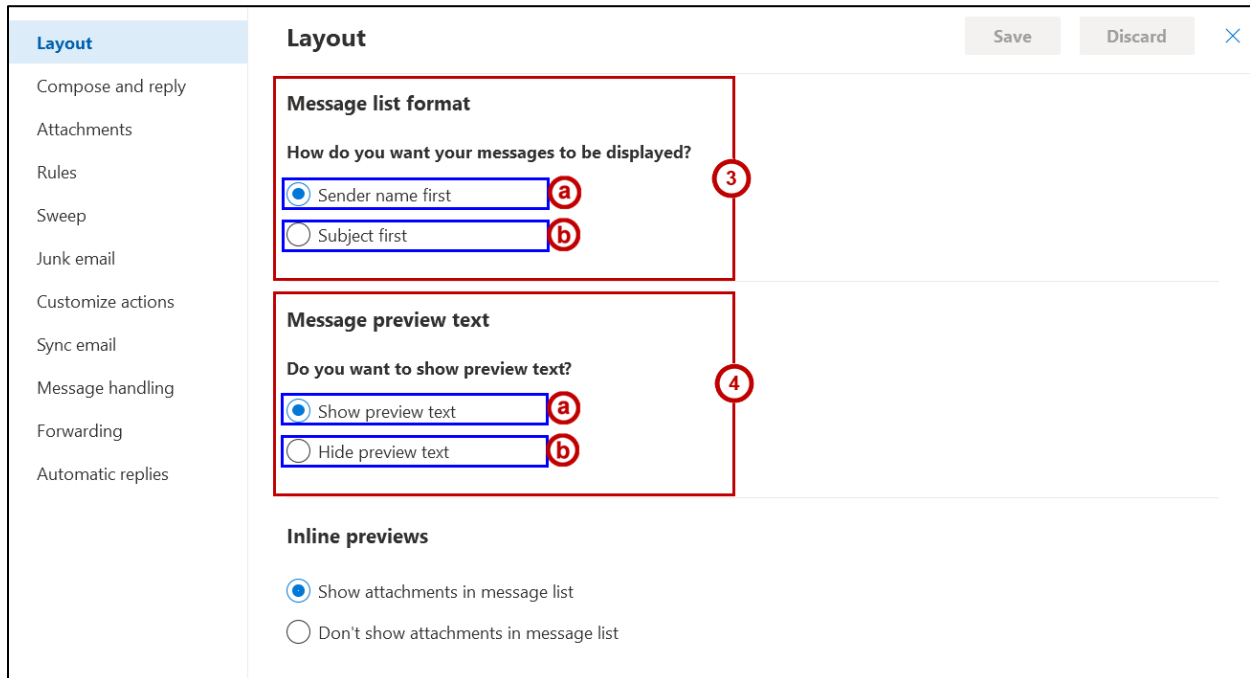


Figure 11 - Preview Text Display

## Focused Inbox Settings

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

1. Click **Settings**.



Figure 12 - Click Settings

2. The *Settings pane* will appear. Click the **toggle button** next to turn on the Focused Inbox.

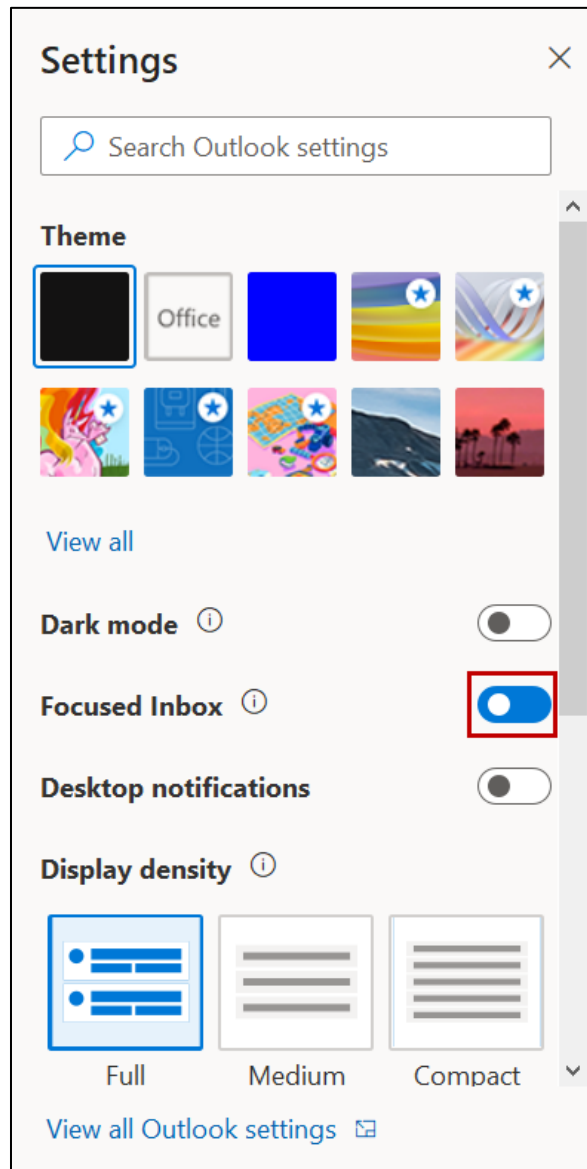


Figure 13 - Mail Sorting Display