

The Reading Pane

You can preview items in your Inbox without opening them by using the **Reading Pane** (**Reading Pane**: A window in Outlook where you can preview an item without opening it. To display the item in the Reading Pane, click the item.) — just click the message to display the text of the item. In the Reading Pane, you can also open attachments, follow a hyperlink, use voting buttons, view the follow-up information in the **InfoBar** (**InfoBar**: Banner near the top of an open e-mail message, appointment, contact, or task. Tells you if a message has been replied to or forwarded, along with the online status of a contact who is using Instant Messaging, and so on.), and respond to meeting requests.

Security. You can view messages safely in the Reading Pane. Potentially malicious scripts or attachments are not activated or opened automatically in the Reading Pane. Although [most malicious attachment types are blocked by Outlook](#), messages and attachments from unknown or unsolicited senders should always be treated with caution.

Turn on the Reading Pane

On the **View** menu, point to **Reading Pane**, and then click **Right** or **Bottom**.

Turn off the Reading Pane

On the **View** menu, point to **Reading Pane**, and then click **Off**.