DO YOU KNOW

# How to Use Split Screen in Outlook Email?

Description:

To split the reading/composing message window into two, you need to show the Split feature firstly, and then apply this feature. Please do as follows:

1. In the **Mail** view, double click to open the email that you want to split its Message window.

Note: To split the composing message window for new, replying or forwarding emails, please click **Home** > **New Email** to create a new email.

2. In the opening Message window, please click the **Customize Quick Access Toolbar button** ▤ > **More Commands**. See screenshot:
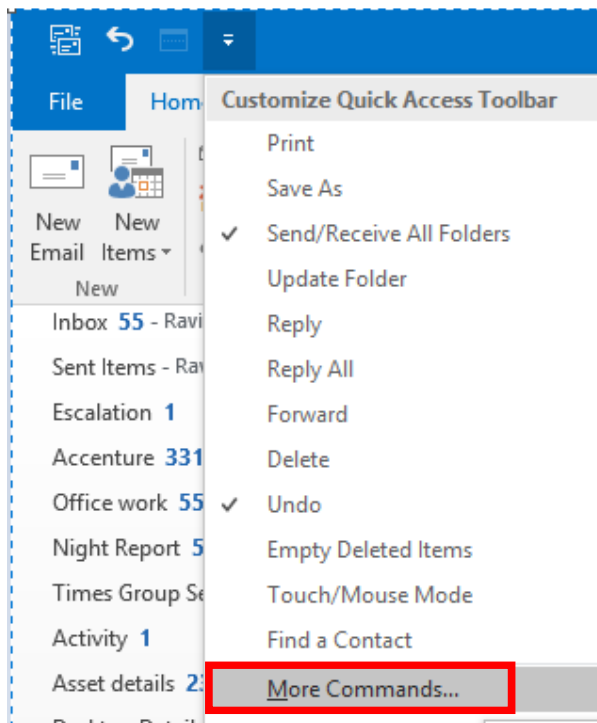

3. Now the Outlook Options dialog box comes out with the **Quick Access Toolbar tab** selected. Please do as follows:
(1) Select **Commands Not in the Ribbon** from the **Choose commands from** drop down list;
(2) Click to select the **Split** command in the command list box;
(3) Click the **Add** button;
(4) Click the **OK** button.
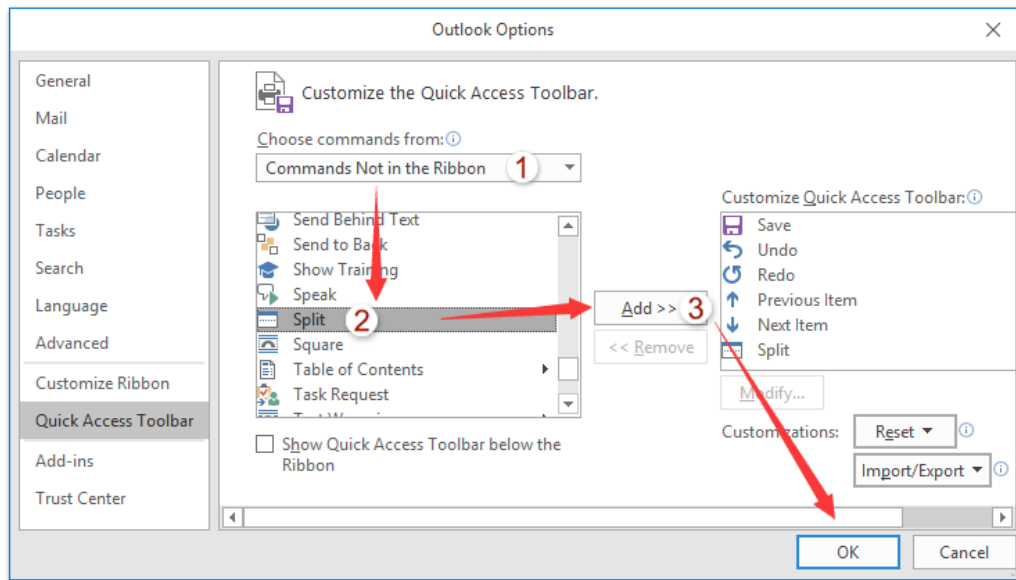
So far the **Split** button has been added in the **Quick Access Toolbar** at the top of the message window.

4. Put the cursor at the place where you want to split the message window, and click the **Split** button. See screenshot:
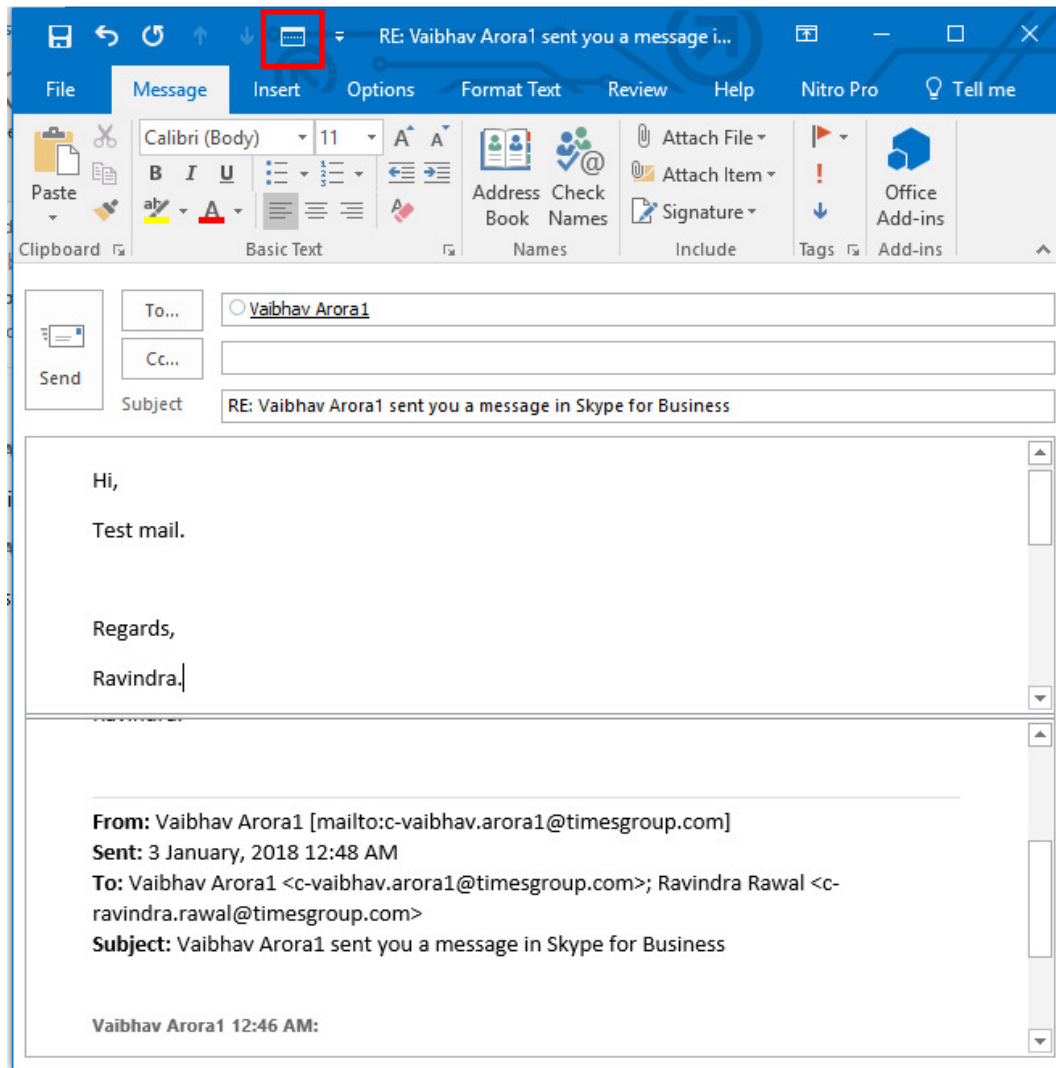
Notes:

(1) For disabling the split windows, please click the Split button ▭ in the Quick Access Toolbar again.

(2) If you add the Split button ▭ in reading message window, the button won't appear in composing message window (when creating new email, replying or forwarding emails), and vice versa.

(3) Both Outlook 2013 and 2016 support the Split feature.

THANK YOU

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