

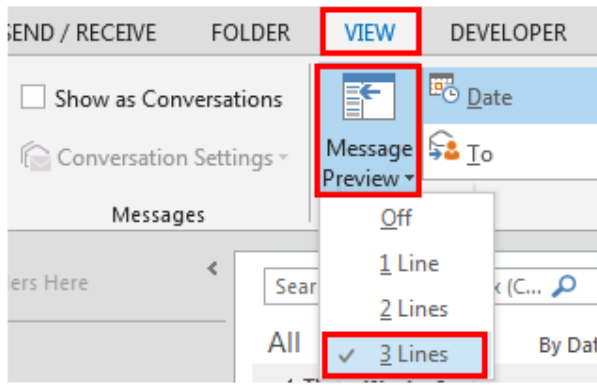
DO YOU KNOW

How to Show Auto Preview for Unread Messages?

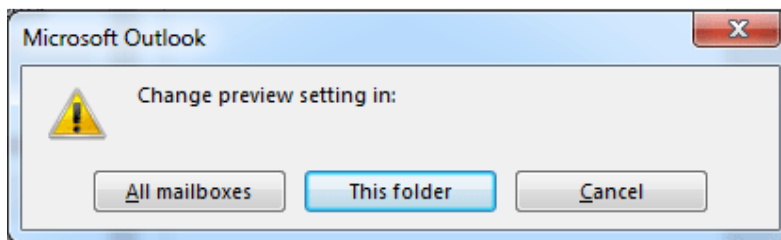
Description:

In Outlook 2013, the auto preview unread items function is removed. For auto previewing the unread messages, there is a trick for you.

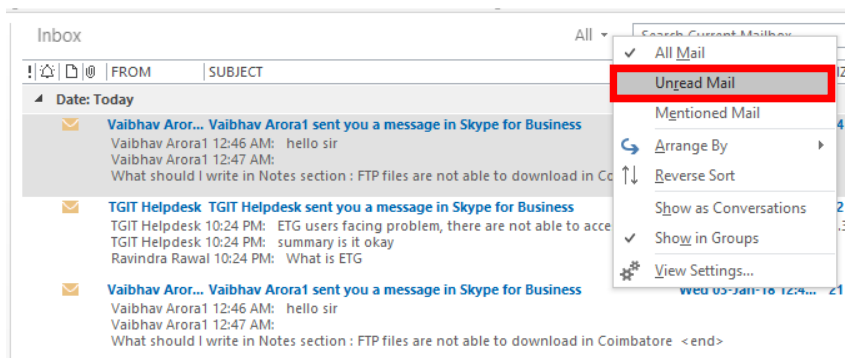
1. Get into the email folder which the unread emails are staying.
2. Click **View** > **Message Preview** > **3 Line** to enable the auto preview function. See screenshot:



3. And a prompt box will pop out to remind you that you can apply this preview setting to all mailboxes or current folder, choose your need option, see screenshot:



4. Then click **Unread** above the mail list to filter all unread messages out.



Then you can see all unread emails are listed out with three lines auto preview.

Note: This method is applied to all emails both read and unread messages.

THANK YOU

