

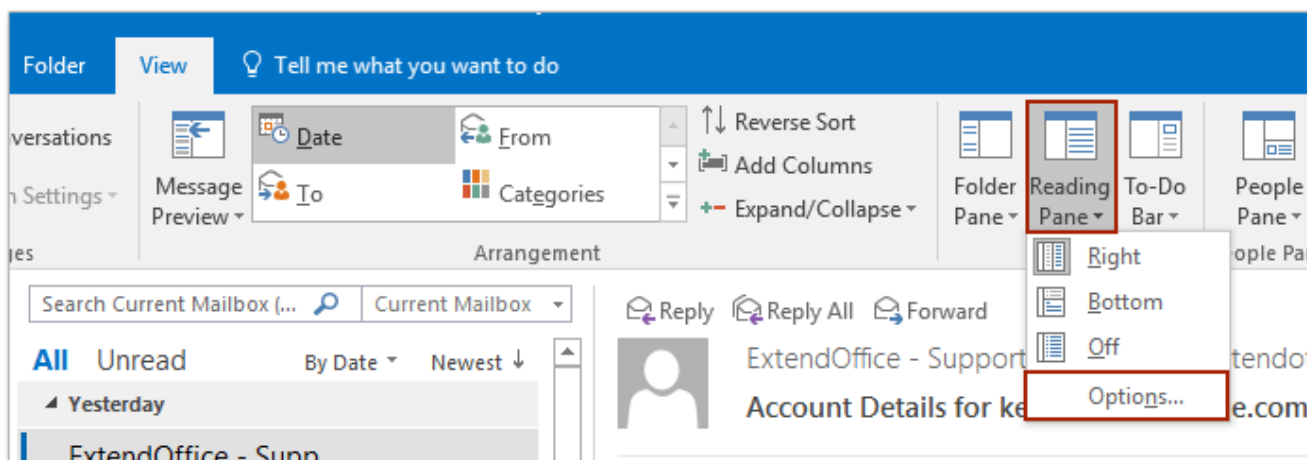
# How to stop Outlook from automatically marking emails as read?

[extendoffice.com/documents/outlook/4604-outlook-stop-auto-read.html](https://extendoffice.com/documents/outlook/4604-outlook-stop-auto-read.html)

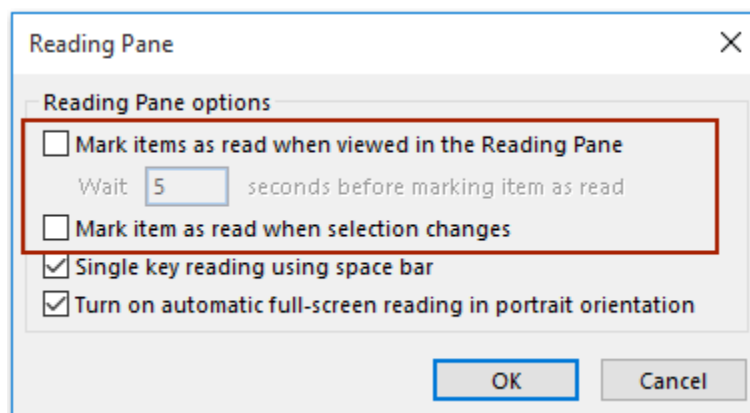
## Stop Outlook from automatically marking emails as read

To stop Outlook from automatically marking emails as read when switching them in the mail list, you need to change the options of Reading Pane.

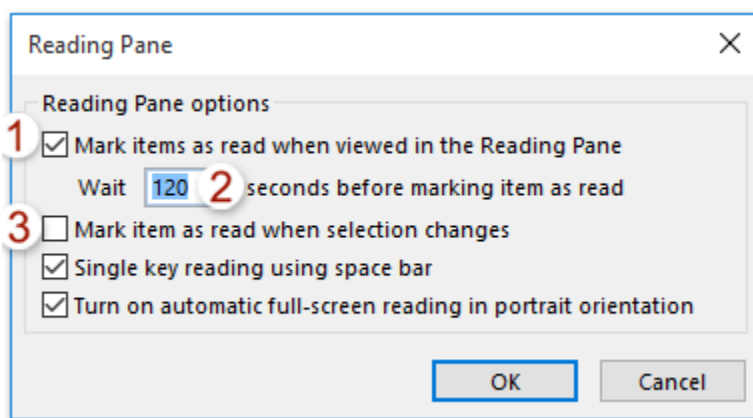
1. In the **Mail** view, click **View > Reading Pane > Options**. See screenshot:



2. In the Reading Pane dialog box, please uncheck both **Mark items as read when viewed in the Reading Pane** and **Mark items as read when selection changes** options. See screenshot:



**Note:** Alternatively, you can also specify the options as follows: (1) check the **Mark items as read when viewed in the Reading Pane** option, (2) enter the average time you spend on reading an email, and (3) uncheck the **Mark item as read when selection changes** option. See screenshot:



3. Click the **OK** button to save the changes.

From now on, when you switch unread emails in the mails list with the Reading Pane turning on, these emails will not be marked as Read automatically.

