

# Configuration Options for Outlook Web Access (OWA)

Each **View** will list the emails differently. The name of the View chosen is displayed for whichever View you select.

Click to **Show Folders**

Click to **Hide Folders**

Click to **Enlarge the button bar**

Click to **Shrink the button bar**

- The default selection is **Right** for the Reading Pane.
- If you click **Bottom** it will put the list of emails above with the Reading Pane below.
- If you click **Off** then Reading Pane closes.

**Reading Pane**

- Click the **Options** button to set configurations within Outlook Web Access (OWA).
- An example of one of the options available is changing the **Appearance** (color scheme).
- Whichever options you choose, be sure to click the **Save and Close** button listed at the top.

**Appearance**

To see the color scheme you select, you may need to refresh your browser after saving your changes.

Default (blue) ▼

