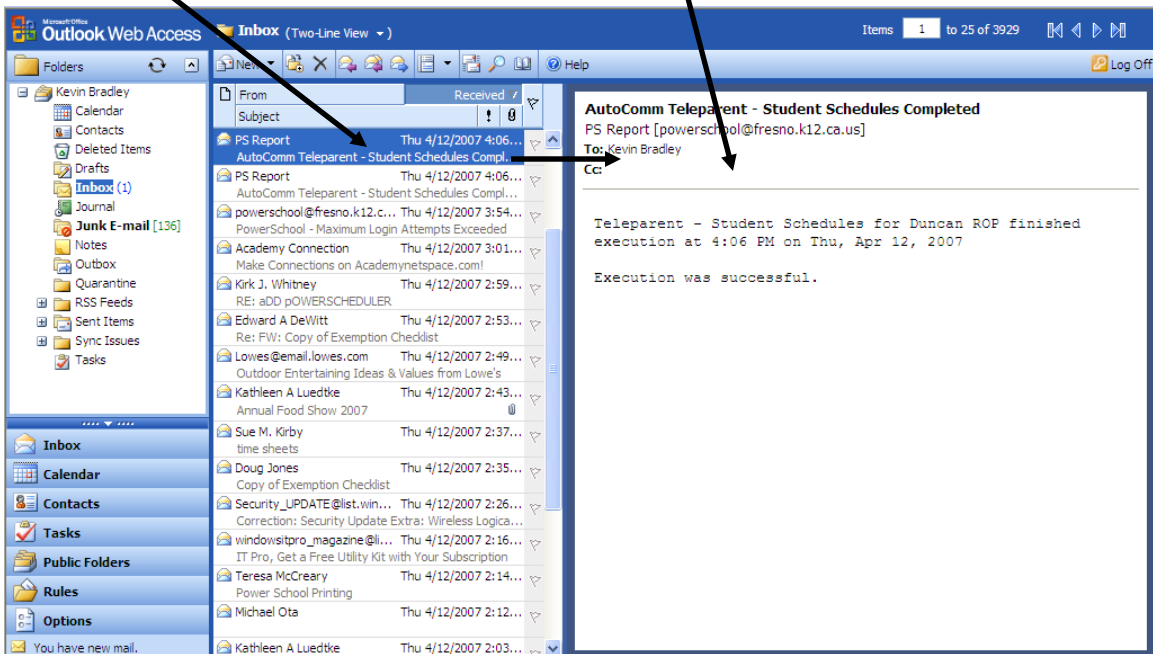
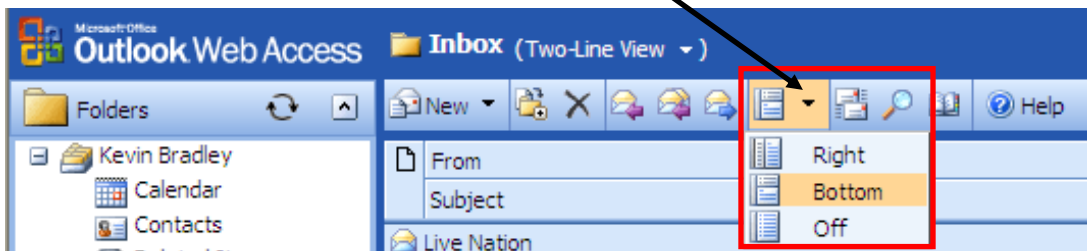


“How can I change the layout of my Outlook on the web?”

1) By default, Outlook Web Access will display the list of messages in the center column with the message appearing in the right column:

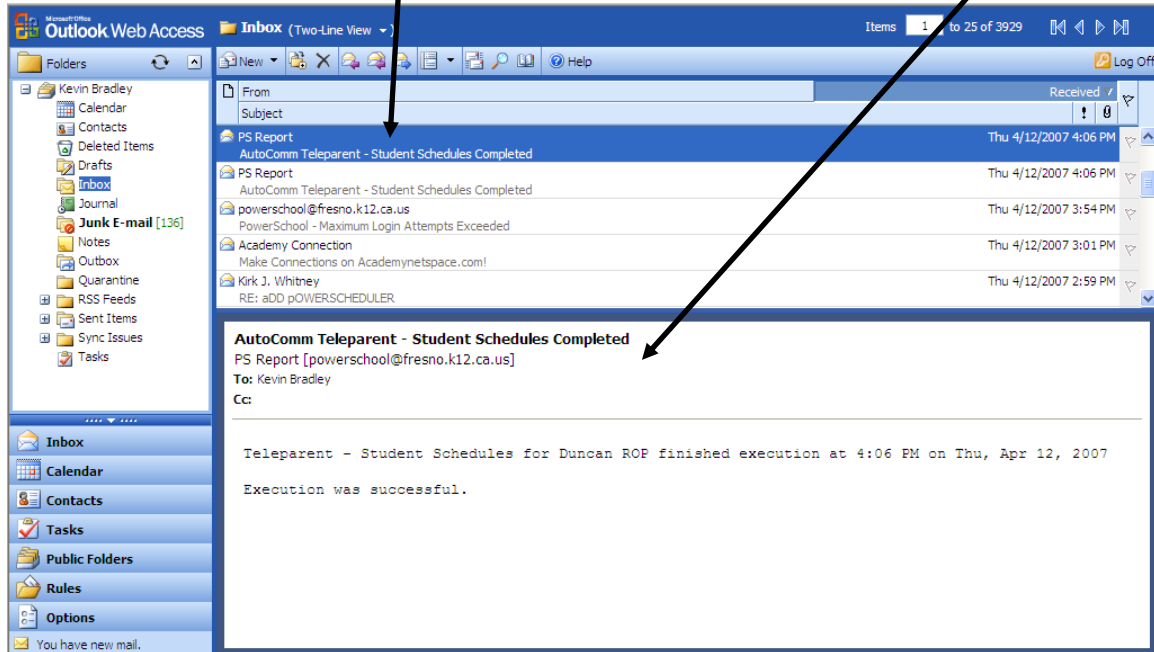


2) But, you do have the option to change the layout of your **Outlook Web Access** if you want. Locate the layout icon with the small black triangle and click on it to access the pull-down menu:



Choosing the “**Bottom**” choice will change the default layout of your **Outlook Web Access**.

3) After selecting “**Bottom**” your **Outlook Web Access** layout will change. You’ll now see your messages listed in a top window and the body of the message in the bottom window.



This is only a suggestion, you are free to decide how you would like to view your Outlook Web Access windows.

4) If you decide to switch back to the default layout, simply access the layout icon again and choose “**Right**” to switch it back to the way it was:

