Lesson 9 Changing Views of your Messages and Attachments .

In this lesson you will learn about the different views of your messages.

There are three standard views of the message list.

Compact. This view displays two lines of message properties, including the read status, subject sender, time received, whether files are attached to the message.

Single. This *one line* view displays the importance, reminder, item type or read status, whether the files are attached to the message, sender subject, received size, category, and follow up flags. The **Reading Pane** is open by default in this view.

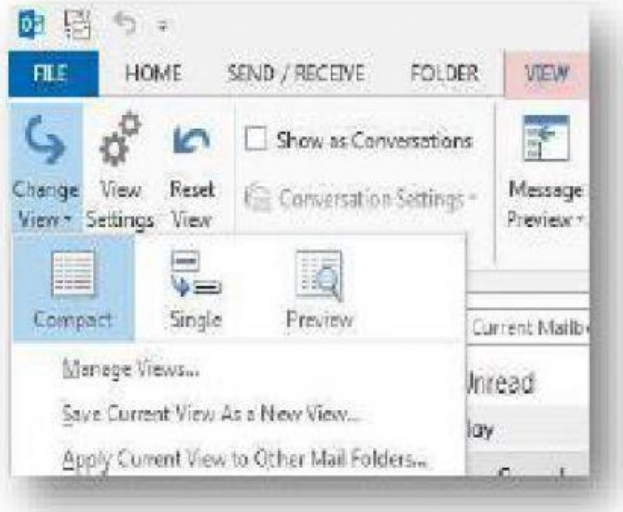
Preview This view displays from *one to four lines* of information about each message. For every message, **Preview** view displays, the same information as **Single** view. For each unread message, **Preview** view also displays a part of the message content- specifically the first **255** characters (including spaces) if a message contains fewer than *255* characters, **<end>** appears in the preview text.

Changing a view lets you control the amount of information you see when you open your inbox.

1. *Click* the **MAIL** button in the *Navigation Pane*. The *inbox* appears.

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2. *Click* the **VIEW** tab on the **Ribbon** and click **Change View** button in the **Current View** group.
3. *Select* a *view* from the list, The selected views is applied.



You can view the text of a message in several ways: -

a. You can open a message in its own window by double-clicking its header in the message list.

b. You can read a message without opening it by clicking its header once in the message list to display the message in the **Reading Pane.**

c. You can display the first three lines of each unread message under the message header by using the Preview feature. **Scanning** the first three lines of a message frequently gives you enough information to make basic decisions about how to manage it. The only drawback is that in previe w view, each unread message takes up to five lines, rather than the two basic lines in the default message view, so fewer messages are visible on your screen at one time.

Opening an Attachment

Whenever you see a paper clip icon next to a message, the message contains an attachment.

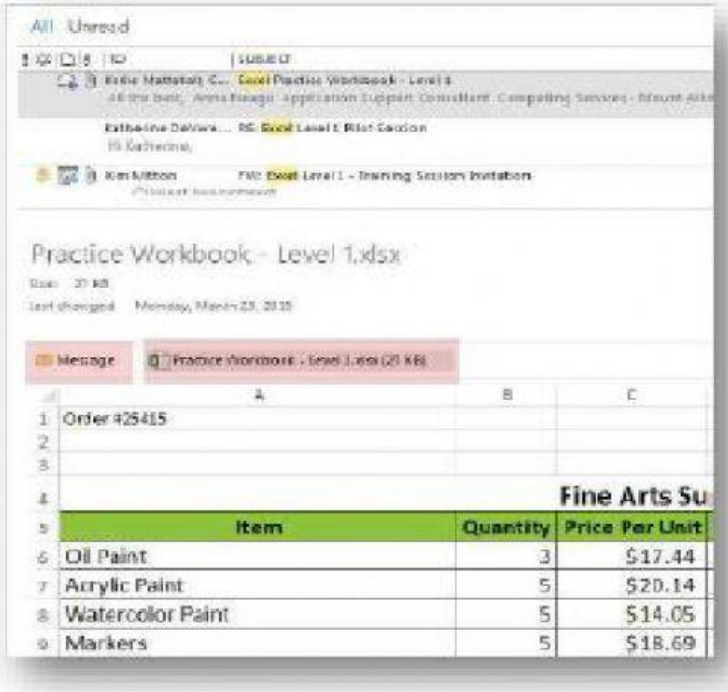
Never open an unfamiliar or suspicious attachment. Install a good anti-virus program on your computer and save files to your computer before opening them.

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You can view message attachments in a few ways : -

You can preview certain types of attachments including Word documents, Excel workbooks, PowerPoint presentations and PDF files, directly in the Reading Pane by clicking the attachment (one time) in the message below.

When you click the attachment, the message text is replaced by a preview of the attachment contents, and the Attachments tool tab appears on the ribbon. To redisplay the message content, click the Message button that appears to the left of the attachments in the message header.



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You can open the attachment in the program assigned to that file type from the Reading Pane or from an open message window by double-clicking the attachment in the message header.

You can save the attachment to your hard disk and open it from there. This strategy is recommended if you suspect an attachment might contain a virus, because you can scam the file for viruses before opening it(provided that you have a virus programme on your computer.).

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1. Right click the attachment in the **Reading Pane**.
2. Select **Save As** or **Save All Attachments** from the contextual menu.

Questions

1. **What is important to have on your computer ?**

2. **What are the different types of files that can be attached to a message?**

3. **If you suspect the attachment is not safe where would you save it to?**

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