

Outlook Express VIEW LAYOUT

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Ever want to change what you see on your Inbox screen in Outlook Express? Here's how.

1. Open Outlook Express.

2. From the MenuBar, select View > Layout (Figure 1).

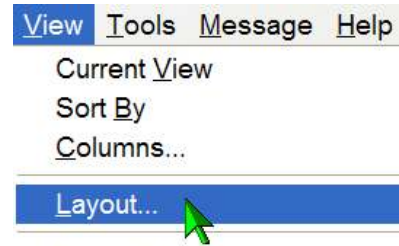


Figure 1

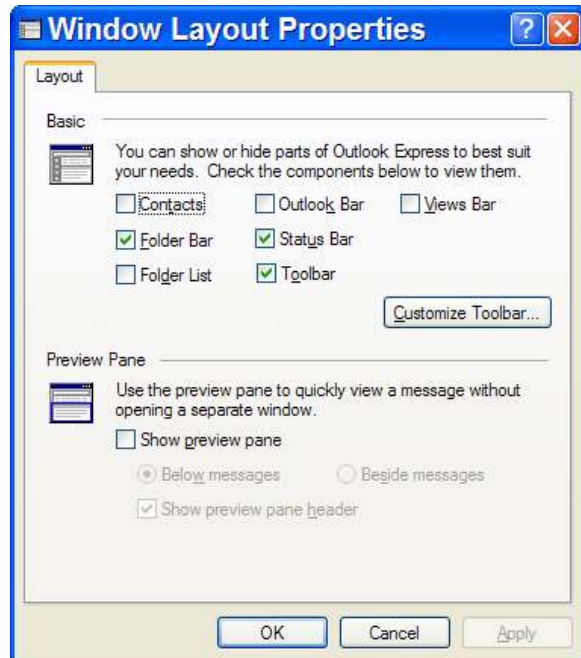


Figure 2

3. It is in the “Window Layout Properties” (Figure 2) that you can change how much or how little that you view on the Inbox screen.

CAUTION: Always remove the ✓ from the “Show preview pane” as there are worms which can infect your system if that option is turned on.

A *Worm* is a program that makes copies of itself and spread automatically within a computer (for example, from one disk drive to another) and to other computers, by sending itself out by email, by virtual machine code embedded in browser pages or other means. It may arrive in the form of a joke program or software.