Change Preview Pane Settings in D2L Email

Last Modified on 08/09/2021 8:38 am CDT

The preview pane settings allow you to view your emails in a new window or in a preview pane at the bottom of the message list. The preview pane is the default setting in D2L.

To Turn Off the Preview Pane

- 1. Click Collaboration on the navbar and choose Email.
- 2. Click the **Settings** link in the upper right corner of your Inbox.

Inbox						d s
Compose	Refresh	Folder Management				
Filter By: All Mes	sages		~	Folder:	Inbox	

- 3. Scroll down to the Display Options section.
- 4. Deselect the option Show the Message Preview pane to open a message in a new window.

Display Options				
Show the Message Preview pane				
Show the Folder List pane				
 Mark messages as read when viewed in the Message Preview pane 				
 Show internal email addresses in the Address Book 				
 Show external email addresses in the Address Book 				
Allow filtering messages and contacts on group enrollment				

5. Click Save.