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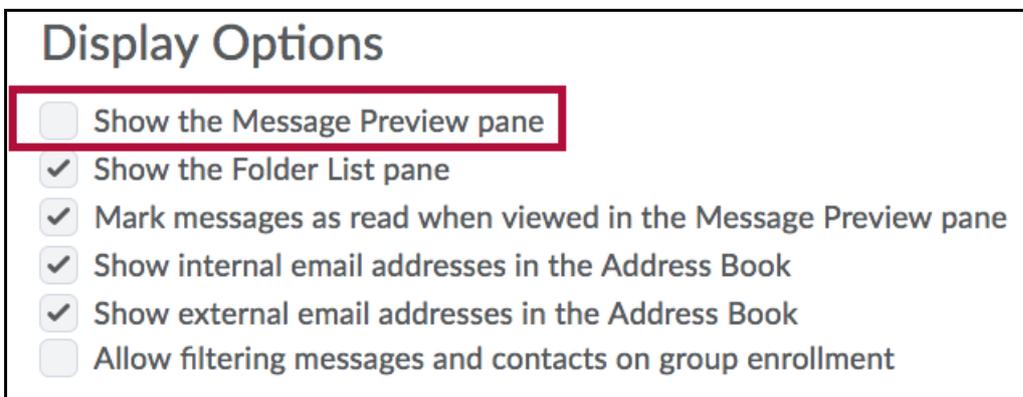
The preview pane settings allow you to view your emails in a new window or in a preview pane at the bottom of the message list. The preview pane is the default setting in D2L.

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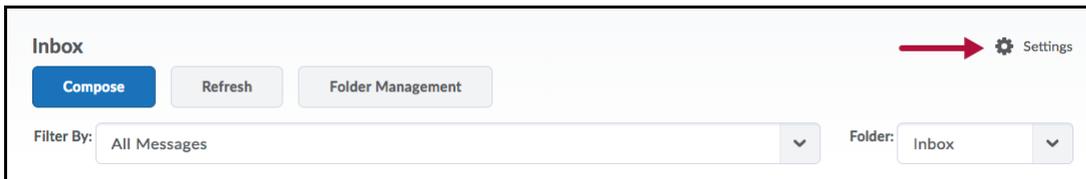
3. Scroll down to the **Display Options** section.
4. **Deselect** the option **Show the Message Preview pane** to open a message in a new window.

5. Click **Save**.