You can select where you want the message reading pane to appear. Go to the gear on the right side of the top nav bar, select ‘Display settings’, and click on your choice. Hit ‘OK’ and click back in the main area to close the settings window.
Here we have the reading pane on the right. The selected message appears on the right side of the window with a narrow message list in the middle.
Here we have the reading pane on the bottom. The selected message appears on the bottom of the window with a wide message list above it.
Here we have the reading pane turned off. The wide message list fills that window now.
To read a message, double click a message and it will fill the window where the message list was displayed.
You can decide how you want your message list displayed, in a Message View, or a Conversation View.
Here the message list is in **Conversation View**. There are little carrots at the left of messages that have had replies, etc. However, until you open those carrots, you cannot easily see all the messages due to the nesting.
Here we can now see all the messages in a nested form by selecting a message, and opening the carrot on the left side of the message list, and the linked messages will appear as one long thread in the reading pane.
Here we see the message list in **Message View**. This lists each message individually, and does not nest anything. When you click to open a message, you see only one message at a time.
You can also select to split your inbox into two parts, Focused & Other. If you have this Focused Inbox enabled, and have trouble finding a message, toggle back and forth between Focused & Other to find it.