Email

How to stop Outlook from marking messages as read when viewed (For Shared Mailboxes)

For Outlook 2010:

1. Click the View tab.

![Image of Outlook View tab]

2. In the Layout section, click on Reading Pane.

3. Select Options from the pop-up menu that appears.

4. With the Reading Pane window open, uncheck Mark items as read when viewed in the Reading Pane and click ok.

![Image of Reading Pane settings]

For Outlook 2007:

To stop Outlook from marking messages as read when viewed in the reading pane, do the following:

1. Open Outlook
2. Click on Tools on the top menu bar
3. Select Options from the dropdown menu
4. Select the Other tab
5. Click the Reading Pane button
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6. Unselect "Mark items as read when viewed in the Reading Pane"
7. Click OK
8. Click Apply, then OK again

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