

How to adjust preview message length in Outlook

If you want to change the content of the preview message in Outlook to be more or less, it is very simple. Below are instructions for adjusting the length of the preview message in Outlook.

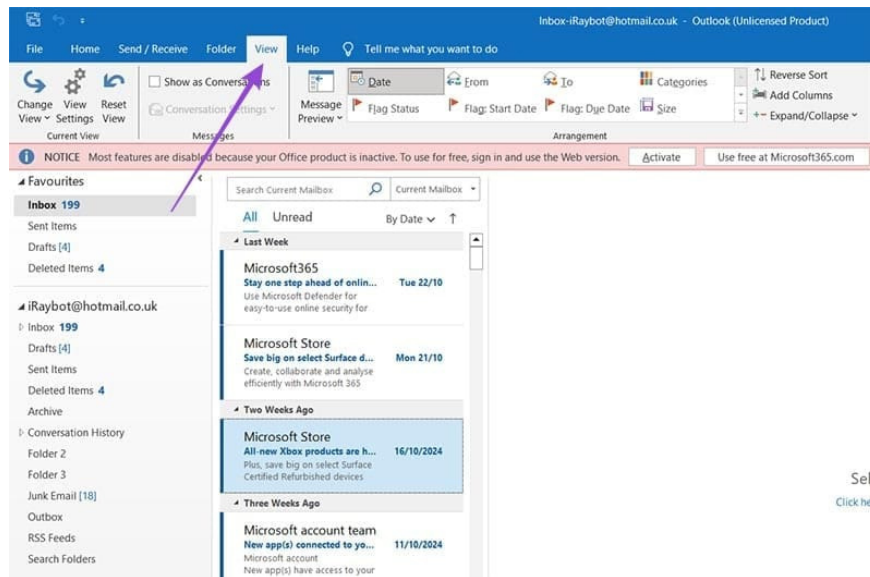
Emails in Outlook will display a few lines of content so that we can quickly grasp the main content of each email conveniently. If you want to change the content of the preview message in Outlook to be more or less, it is also very simple. Below are instructions for adjusting the length of the preview message in Outlook.

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Note, you must be using the Classic version of Outlook as it is the only version that supports Adjust message preview length.

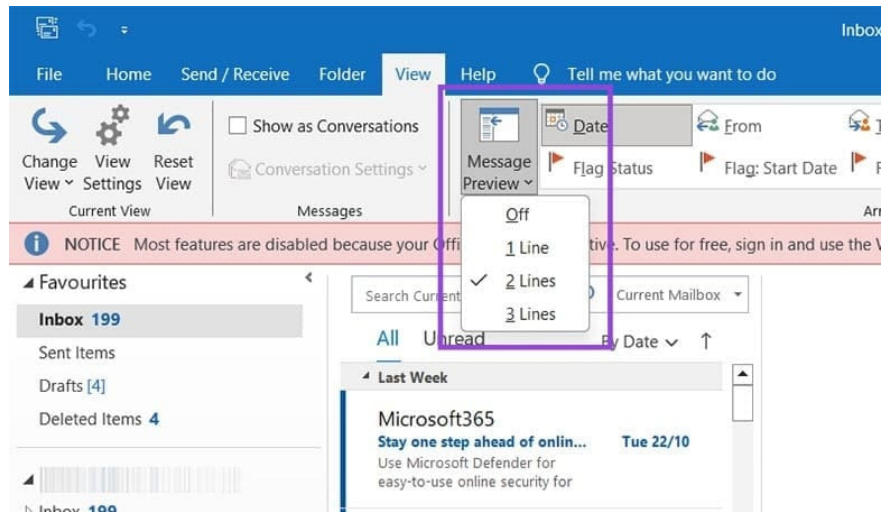
Step 1:

Click on **the View tab** in the interface and then **select Message Preview** below to adjust the message preview mode on Outlook.



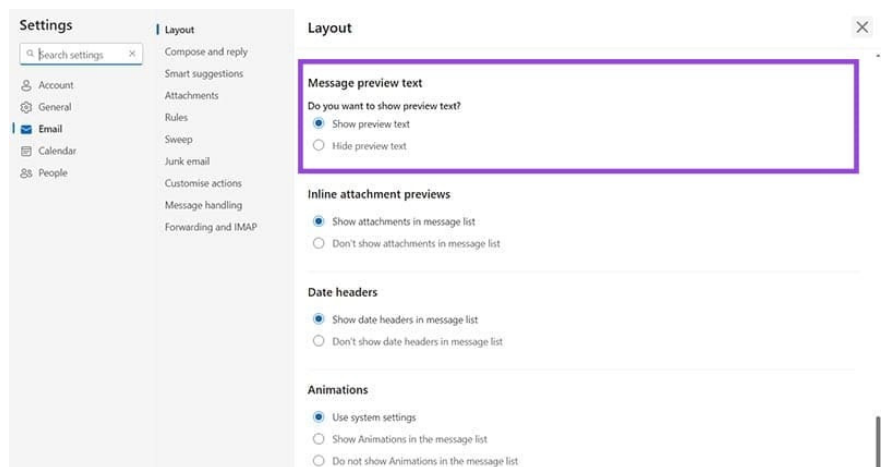
Step 2:

Now users will see **the option for preview message length** in Inbox in Outlook. You can choose 1 Line, 2 Lines and 3 Lines or even Off if you do not want to show preview content.



As soon as you adjust, the content of the preview message on Outlook also changes.

In case you are using the new Outlook version, there is only the option to hide or show the preview message. We also click on View, then click on View Settings and scroll down to Message preview text. At this time, the user selects Show preview text to display the preview message content if desired.



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