

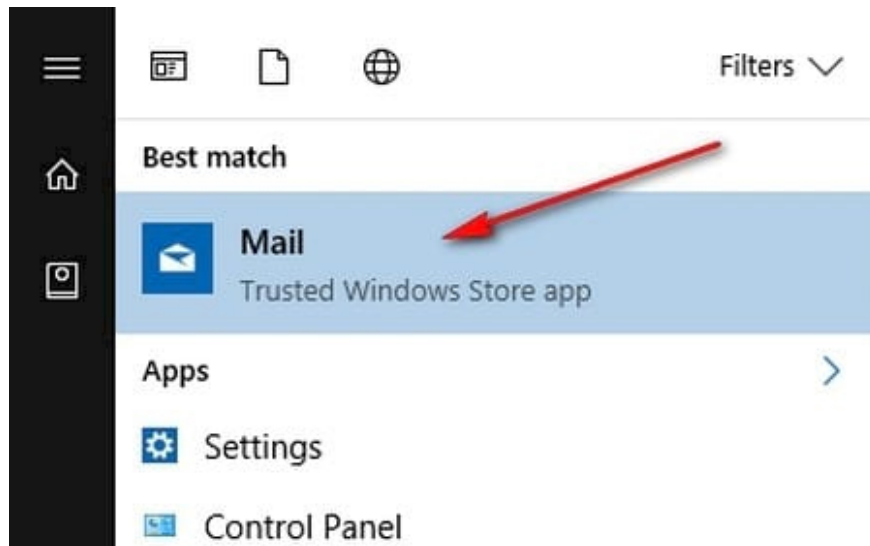
# How to turn off the preview of Mail content for Windows 10

Turning off the preview of Mail content on Windows 10 will help users to hide their personal information, avoid being read by others or accidentally see the contents of the message.

When we set up Hotmail, Outlook on Windows 10, or use the Mail application to log in, the account will be displayed by default. This will help users quickly read the contents of incoming mail, without having to open the message. However, sometimes this feature is inconvenient for users, if anyone accidentally reads your mail. Therefore, turning off the feature for previewing mail content on Windows 10 Mail is essential.

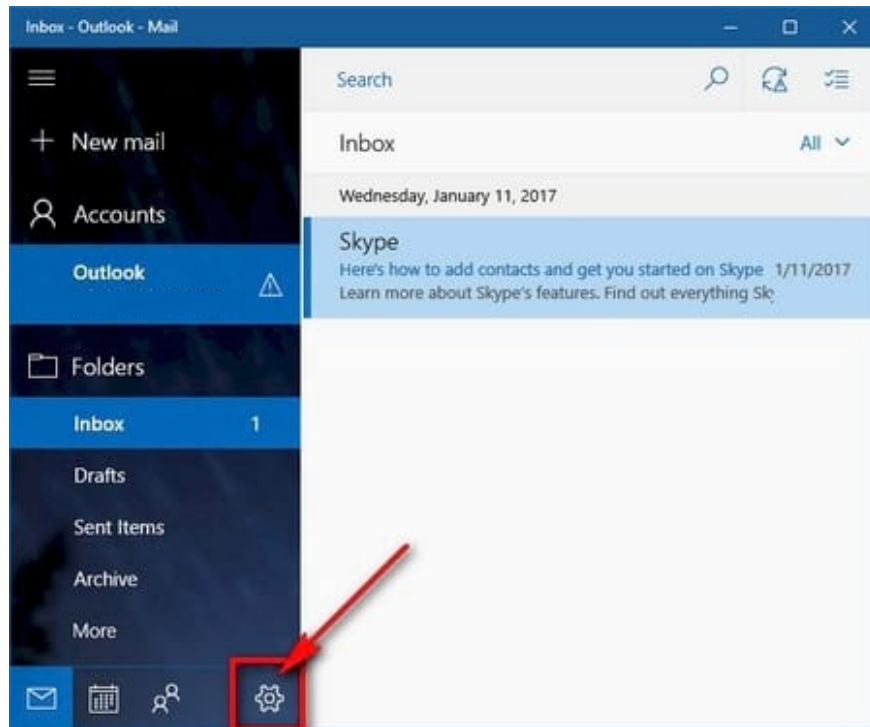
## Step 1:

First of all, we will open **the Mail application that** has logged into the account on Windows 10.

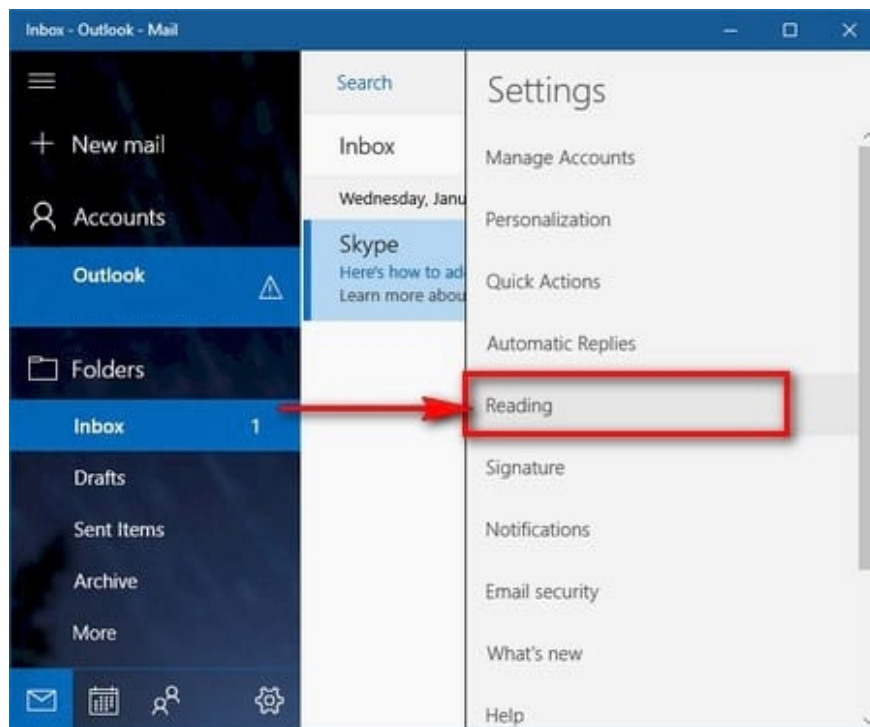


## Step 2:

Next, in the Mail account, here is Outlook, click on **the gear icon** at the bottom of the interface.

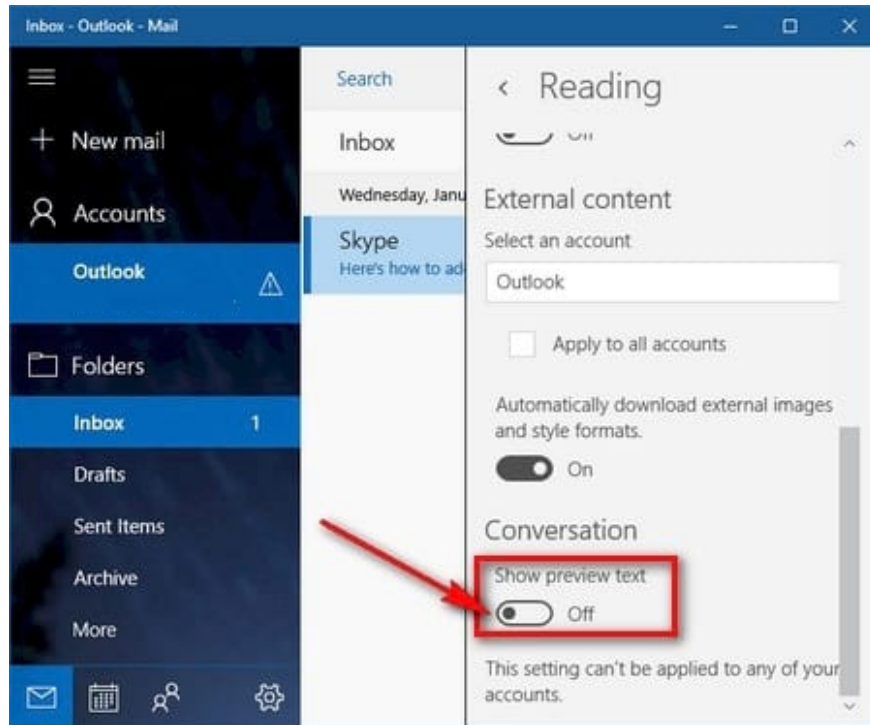


A list of options for Mail account appears, click **Reading** .

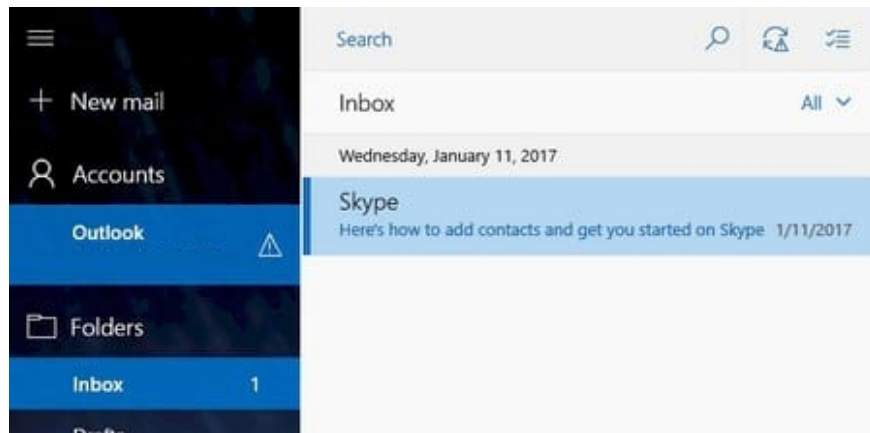


### Step 3:

In the Reding interface, we scroll down to the bottom and click on the option **Show preview text** . By default this read feature is always in On mode. We just need to slide the slider to the left to switch it off.



So after returning to the Mail on Windows 10 interface, you will see that Mail content has been hidden.



Turning off the Preview feature to preview Mail content on Windows 10 is essential. Users can ensure that their content is not read by anyone, increasing the security of personal information.

### **Refer to the following articles:**

1. Ways to take screenshots on Windows 10
1. 7 ways to do, customize in post will help your Windows 10 "as fast as wind"
1. How to block Windows 10 from collecting user information?

**I wish you all success!**

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