

How to view emails without opening them in Gmail using the Preview Pane feature.

Google's Gmail service offers many unique features for users. One of them is the Preview Pane, also known as the Gmail email preview feature, which allows you to preview the content of an email without having to click on the details. To activate email preview on Gmail, please follow the instructions below.

Gmail's email preview feature, the Preview Pane, has been around for a long time, but users pay little attention to it. Most simply open, read, and send emails. At most, they might create a Gmail signature and use it to send emails. However, if we only use these simple features, it's difficult to realize that Gmail still offers many tools and utilities that make composing emails easier and more enjoyable, such as setting up two-factor authentication or creating Gmail signatures.



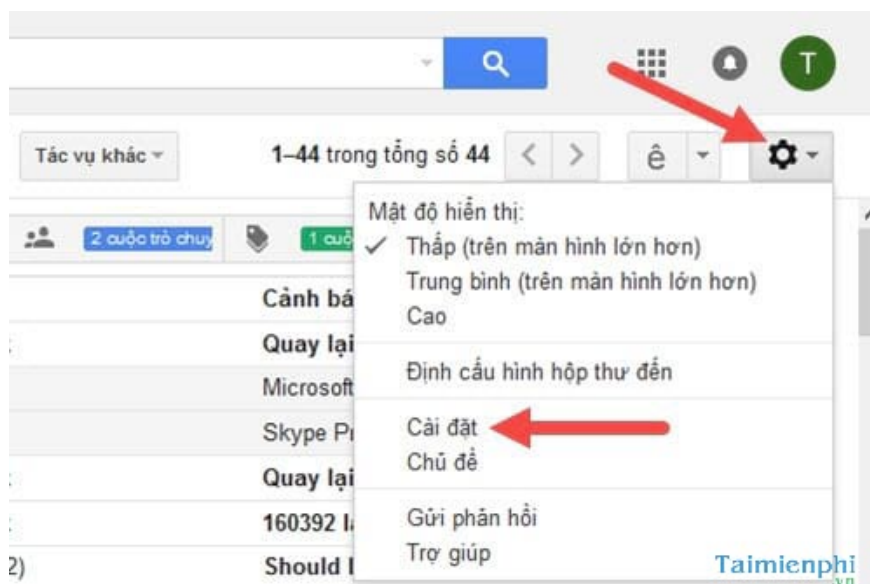
There are so many benefits to enabling email previews on Gmail. Sometimes you don't have time to check your email, and in those cases, a quick preview of the messages instead of flipping to a new page saves time. Furthermore, for some messages, the content is displayed quite fully, and the subject line is also comprehensive, so using email previews on Gmail saves a lot of time.

Instructions on how to enable email previews in Gmail and activate the Preview Pane feature.

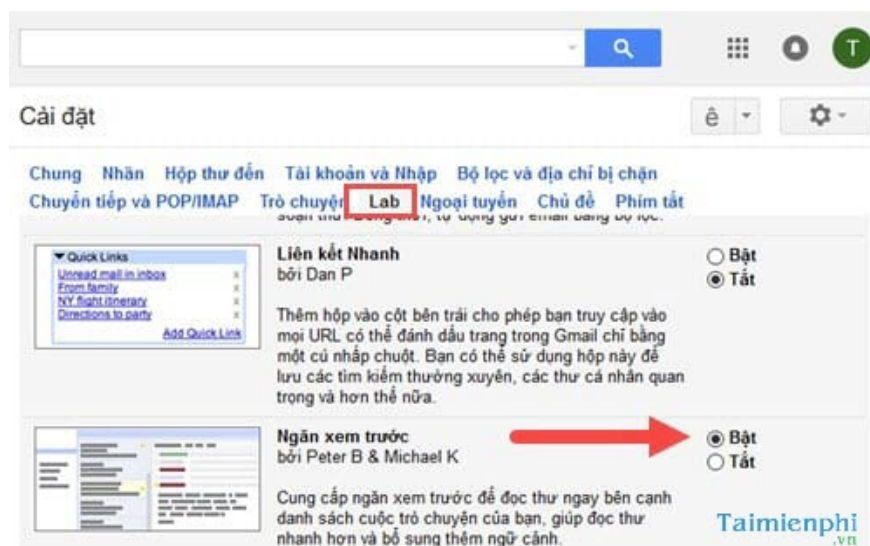
Step 1: First, open your browser, go to Gmail, and log in to your account. If you've been using it for a while, your account is already logged in, so you don't need to log in to Gmail again.

Step 2: In your Gmail account interface, click on the **gear-shaped Settings icon**.

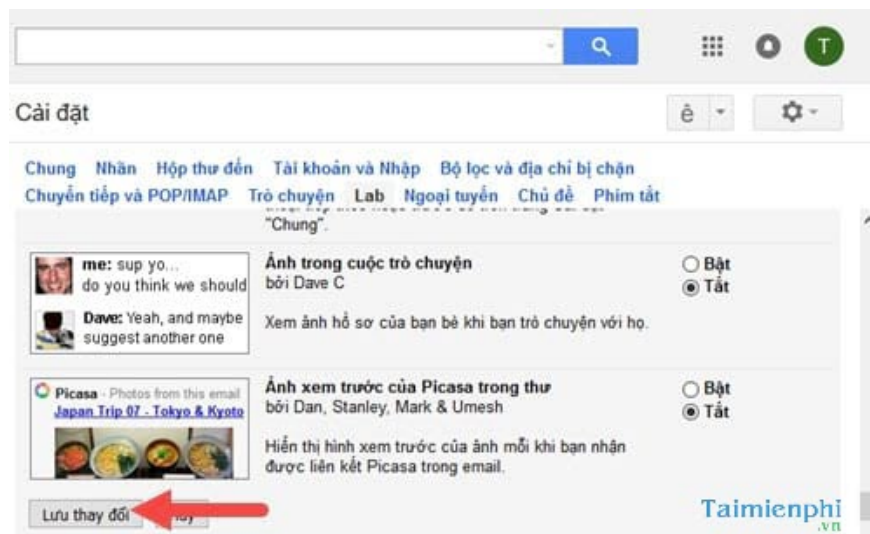
Select settings.



Step 3: In the settings, find and click on the **Lab** section, then scroll down to find the **Preview Pane** feature . Switch it **from off to on** .



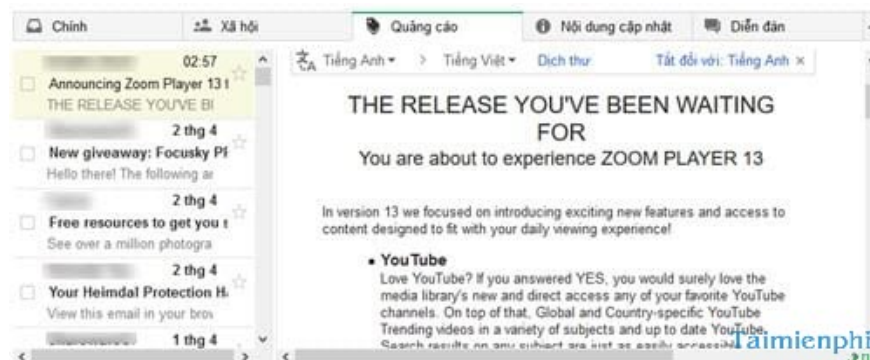
Step 4: Then scroll down to the bottom of the **Lab** section and click **Save Changes** . Immediately after this, your Gmail account will automatically refresh the page.



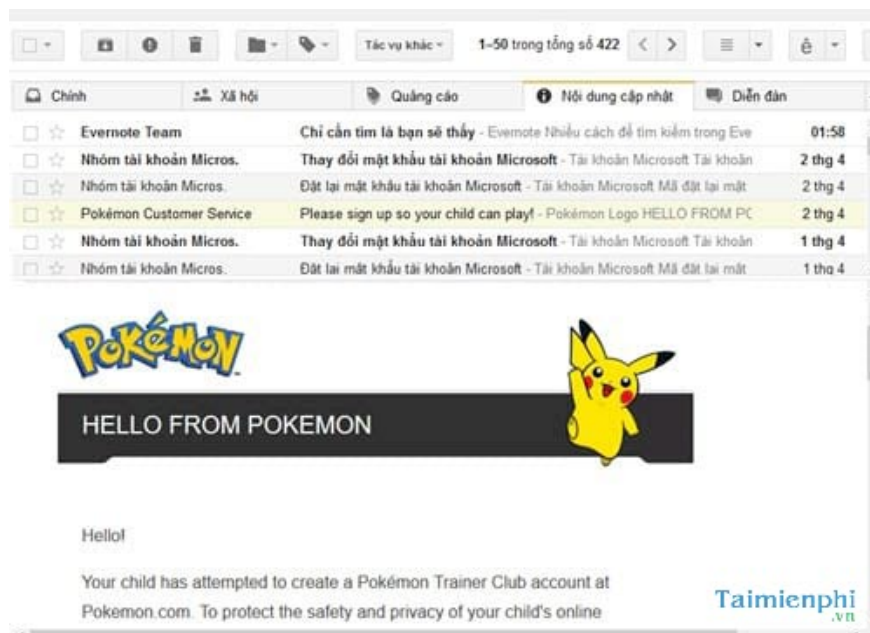
Step 5: At this point, another option will appear on your Gmail interface. Click on it, and you will see three choices: **No split** , **Vertical split** , and **Horizontal split** .



- If we select the **split**- screen feature , the Gmail screen will split in half as shown below, with the email displayed on the left and the email content displayed on the right.



- Alternatively, if we choose the **split**- screen option , the Gmail screen will be split in half horizontally, with the list of emails at the top and the corresponding content displayed at the bottom.



With these two options, you can choose the one that best suits your needs and preferences for the most convenient and user-friendly email preview mode in Gmail. However, if you find it distracting or don't want it displayed, you can turn it off using the same methods as above.

Above, TipsMake has guided you on how to activate email previews on Gmail using the extremely useful Preview Pane feature. This feature allows you to preview the content of an email without having to click on it, saving you time. Furthermore, the Lab section of Gmail still has many useful features that TipsMake will research and share with readers in future articles. If you don't have a Gmail account yet, quickly create one to own a Google account and participate in many other useful services from your Gmail account.

Gmail offers more than just email previews; it also has many other useful features, such as how to view sent emails or, more fundamentally, how to forward emails. All these features help users easily customize their emails. For example, viewing **sent emails** lets you see the status of your messages. Those new to Gmail may be unfamiliar with the term "forward," which is why **knowing how to forward emails in Gmail** is truly essential.

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