

# Microsoft Outlook – Opening-Email



## Opening Email.

When a new message arrives, outlook will normally notify you that new email has arrived by means of sound, pop-up dialog box or a closed envelope displayed by the Windows clock.

New email in the inbox is normally shown in bold and will display a closed envelope to the left of senders name.

Once the email has been opened the envelope will no longer be bold and the display of the closed envelope changes to an open envelope.

Once the email has been read you may wish to change the display of the email to show that it has not been read. To do this select the message, right click and select the option **Mark as Unread**.