How do I set my Gmail to have a preview pane?

Tell Me

1. Log into gmail.uncc.edu
2. Click the gear icon in the top right and click Settings

![Settings menu]

3. Click on Labs tab
   ![Labs tab]

4. Enable the Preview Pane lab
   a. Lab options may disappear at any time
      ![Preview Pane lab]

5. Visit Google's website for more information

Related FAQs

- How does a supervisor request temporary access to an employee's Gmail account?
- How do I set up "Send mail as" permissions for an account I am a delegate for?
- How can I get removed from the ResearchStudyAnnouncement(2)-group emails?
- What is a filter and how do I create one in Gmail?
- How do I make sure mass email messages from 3rd party vendors will not be blocked or flagged as SPAM?