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](image)

3. Click on Labs tab

![Labs](image)

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

![Preview Pane](image)

5. Visit Google's website for more information

Related FAQs

- How do I login to my UNC Charlotte account from Google's login page?
- 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?