



# Changing E-mail Display Settings

1. Click on the E-mail tool
2. Click on the "Options" tab



4. Select the hyperlink for "Display Settings" from the listing below

On the next screen:

5. Click the first circles to decide if you wish to have deleted messages to go to a folder before being permanently deleted, or to delete them right away

Use the breadcrumbs under "Your Location:" to go back to options (or any previous view), not the back button on your browser

7. Click the third set of circles to decide if you wish to see the entire message listed in your inbox, or just see the first couple of words

6. Click the second set of circles to determine the number of messages you wish to see per page

MY EDISON E-MAIL

E-mail Address Book Options

Get Mail Compose

ehochmeister@edison.edu

### Display Settings

Your Location: [E-mail](#) / [Options](#) / Display Settings

This feature allows you to set options for how your messages are deleted and displayed, including whether deleted messages are sent to the trash folder or permanently removed from the system, how many messages you want each page to display, and whether messages contain complete or brief header information.

Deleted Messages:  Send to 'Deleted' folder  
 Delete from system

Messages Per Page:  20  
 50  
 100

Message Headers:  All  
 Brief

OK Cancel

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javascript:getSettings('displayoptions')

8. Click "OK" to save your changes and return to "options"