Turning off Reading Pane for Outlook 2007 For ALL FOLDERS

Problem: When you create a new folder in outlook 2007 you notice that it automatically turns on the reading pane. However, if you have a lot of folders this can be quite time consuming considering you will have to select each individual folder and then go to view/reading pane/ and change it to off. Here is a quicker way to do it.

Solution: You will first need to open up Outlook 2007. Then you will need to go to view/current view/define views. The Current View Organizer window will display. **Now highlight the first** item in the list (This will most likely be messages), and then click on modify. Now click on Other settings, and then look towards the bottom of the page under Reading Pane and make sure the radio button beside off is selected. Now click on ok, and ok again. You should be back at the Current View Organizer window. You will need to repeat the steps above starting with (NOW HIGHLIGHT THE FIRST ITEM IN THE LIST); until you have done everything in that box that is listed. Then click on Apply View, and close if need be, and the reading pane will be turned off for all of your folders.