Change the number of messages displayed per page in Outlook Web Access

⛔ Please note that these instructions refer to using **OWA on Exchange server 2010**, not the more recent Exchange server 2013. For the latest OWA instructions, please see Using Outlook Web App.

If you are not sure which version of OWA you are using, please refer to this document.

Change the number of messages displayed per page in Outlook Web Access

1. Log in to Outlook Web Access, at http://owa.mit.edu.
2. Select **Options** in the upper right hand corner of the screen.
3. Select **Messaging** from the left navigation panel.
4. In the section for "Message Options", change the "Number of items to display per page", select the desired number of messages. Note that the maximum number per page is 100.