Email - View Options

When working with Outlook Email, it is possible to change the columns that display at the top of the Inbox list.

❖ Click the View Tab.
❖ In the Current View Group, click the View Settings button.

The Advanced View Settings: Preview window will appear.
❖ Click the Columns button in this window.
❖ The Show Columns window will display.

❖ In the Available Columns list, click the column that is to be added.
❖ Click the Add button to move the field to the Show these columns in this order list.
Click the **Move Up** or **Move Down** buttons to change the order of the columns in the list.

Click **OK**.

The columns should appear in the **Inbox** window in the order specified.