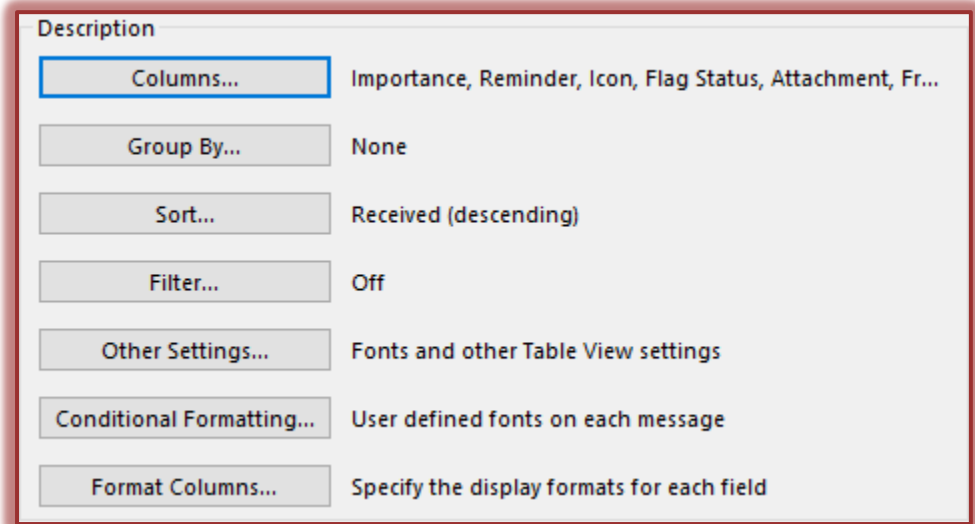
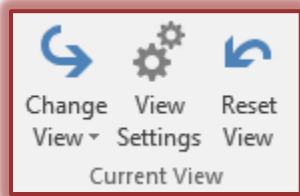


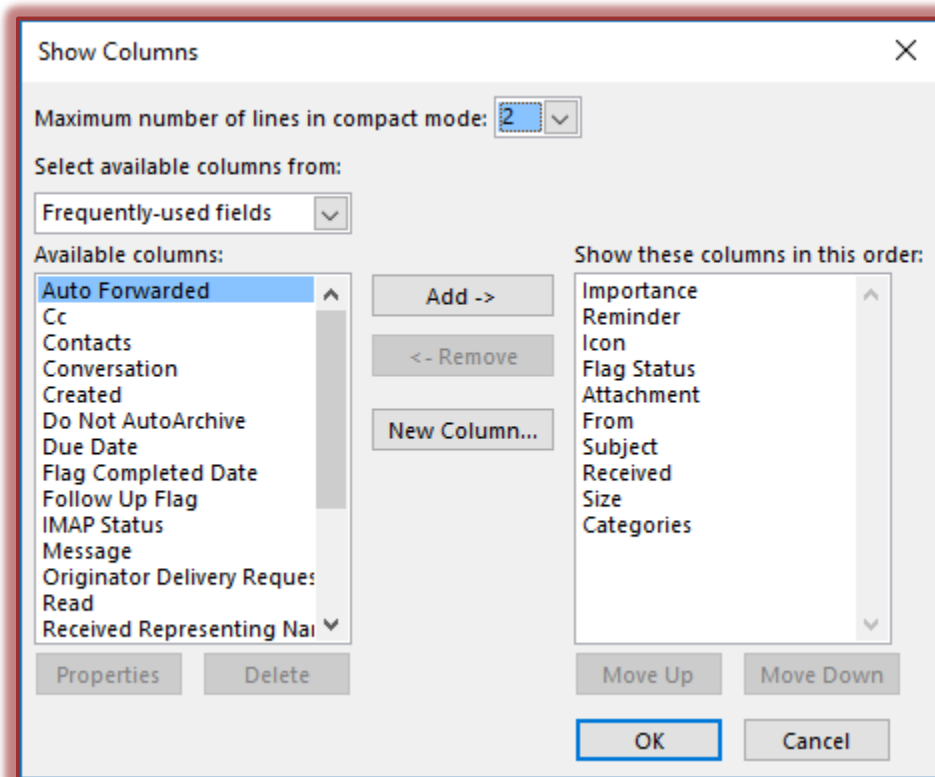
Email -View Options

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.