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

1. Click the View Tab.
2. In the Current View Group, click the View Settings button.
3. The Advanced View Settings: Preview window will appear (see illustration below).

4. Click the Columns button in this window.
5. The Show Columns window will display (see illustration below).

6. 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.