## WEBSITE COMPASS

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## TUTORIAL: 1 Inbox - Outlook Express 2 Columns CUSTOMIZING YOUR E-MAIL COLUMN HEADINGS Using Outlook Express 6 in Windows XP Home Edition File Edit View Tools Messa Check the columns that you wo **Current View** the Move Up and Move Down I F. however you like. Sort By STEP 1. With Outlook Express open, click on "View" on the menu bar and Create Mail Columns. select "Columns" from the drop-down menu. Subject Received STEP 2. Check the boxes of the columns you want to show in your e-3.1..... Account 2 mail message list pane. Size Check the columns that you would like visible in this the Move Up and Move Down buttons to reorder the however you like. ew. Use STEP 3. If you want to change the order of your columns, click on the Sent name of a column. Then click the "Move Up" or "Move Down" D To Priority Move Up ✓ Attachm ✓ Flag ✓ From ✓ Subject button to change the order. □ Watch / Ignore Move Down STEP 4. Click the "OK" button. Received Account Size Hide 0K Cancel Reset The selected column should be 25 pixels wide SORTING E-MAIL COLUMNS BY ASCENDING OR OK Cancel DESCENDING ORDER Using Outlook Express 6 in Windows XP Home Edition STEP 1. With Outlook Express open, click on "View" on the menu bar. Jutlook Express 2 Þ Priority Select "Sort By" from drop-down menu. View Tools Message Attachment STEP 2. Under the "Sort By" option, a bullet point will be by the col-Flag umn heading that you are currently sorting your e-mail. Select Current View "Sort Ascending" or "Sort Descending" to reverse the order by From Sort By which the column is listed. For example, if you select "Sort Subject Columns... Descending" to sort by "Received" e-mail, your newest e-mail Received Layout... will show up at the bottom of your message list. If you select ٠ Sort Ascending "Sort Descending" by "Subject," your e-mail will be listed in Blocked Images Sort Descending reverse alphabetical order. Message in HTML Alt+Sh XI endoritem@ebay. TUTORIAL: SORTING E-MAIL USING COLUMN HEADINGS Using Outlook Express 6 in Windows XP Home Edition 8 Q From Subject Received Size Sent Account 1 2 5 3 0 1. Priority. 3. Flag. 5. Subject. 7. Size. 8. Sent. 9. Account. Sorts e-mail by Sorts e-mail by the Sorts e-mail Sorts e-mail by the Sorts e-mail by the Sorts e-mail by the the priority which flagged status which alphabetically by total size of the account from which name of the e-mail they were given. they were given. the subject line. e-mail. This usually it was sent. account from directly corresponds which it was sent. 2. Attachment. 4. From. 6.Received. to the size and num-Sorts e-mail with Sorts e-mail alphabet-Sorts e-mail by the ber of attachments. attachments ically by the addresses date it was received. alphabetically. from which they are This is the default way received. your e-mail is sorted.