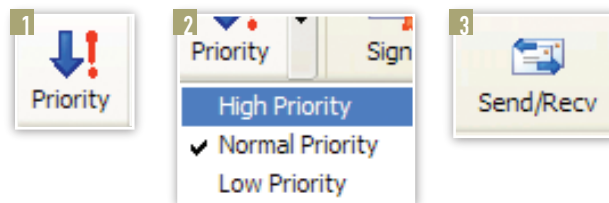# WEBSITE compass

TUTORIAL:
Setting the Priority of E-mail Messages in Outlook Express
Using Outlook Express 6

STEP 1. With Outlook Express open and a new message composed, click your cursor arrow on the "Priority" button in the toolbar.

STEP 2. Select the priority in the priority drop-down menu.
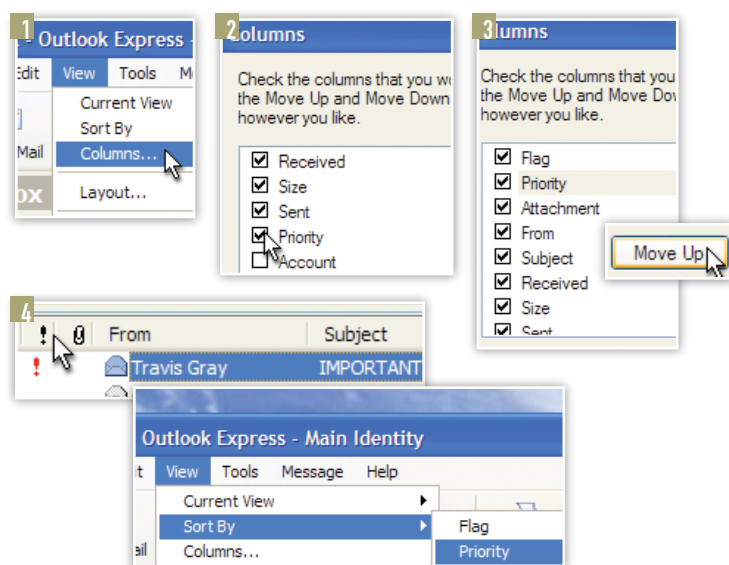
STEP 3. Send the message.

TUTORIAL:
Viewing & Sorting E-mail Messages by Priority in Outlook Express
Using Outlook Express 6

STEP 1. With Outlook Express open, click "View" in the menu bar. Select "Columns" from the drop-down menu.

STEP 2. Check the box next to "Priority" in the "Columns" window.

STEP 3. Click on "Priority" to highlight it and then click the "Move Up" or "Move Down" button to reorder where the Priority column will appear in your Inbox window. (We prefer our priority column to the left so we'll move it almost to the top of the list.)

STEP 4. You will now be able to see the priority icon of e-mail messages in the Priority column. In order to sort messages by priority, simply click on the Priority column header. Clicking the Priority column header again will reverse the order of the list. Alternatively, you can select "View" from the menu bar. Select "Sort By" and then "Priority" from the drop-down menu.

TUTORIAL:
Flagging Messages in Outlook Express
Using Outlook Express 6

STEP 1. With Outlook Express open, click your cursor arrow on a message in your "Inbox" in order to highlight it.

STEP 2. Click on "Message" in the menu bar. Select "Flag Message" from the drop-down menu. Once a message is flagged it will show a red flag icon in the Flag column.

STEP 3. To sort messages by flagged status, either click on the Flag column header or click "View" in the menu bar and then "Sort by" and "Flag" from the drop-down menus.

STEP 4. To unflag a message, click on the flagged message and then click on "Message" in the menu bar. Select "Flag Message" from the drop-down menu. Alternatively, you can click on the flag icon in the flag column to toggle it on or off.