

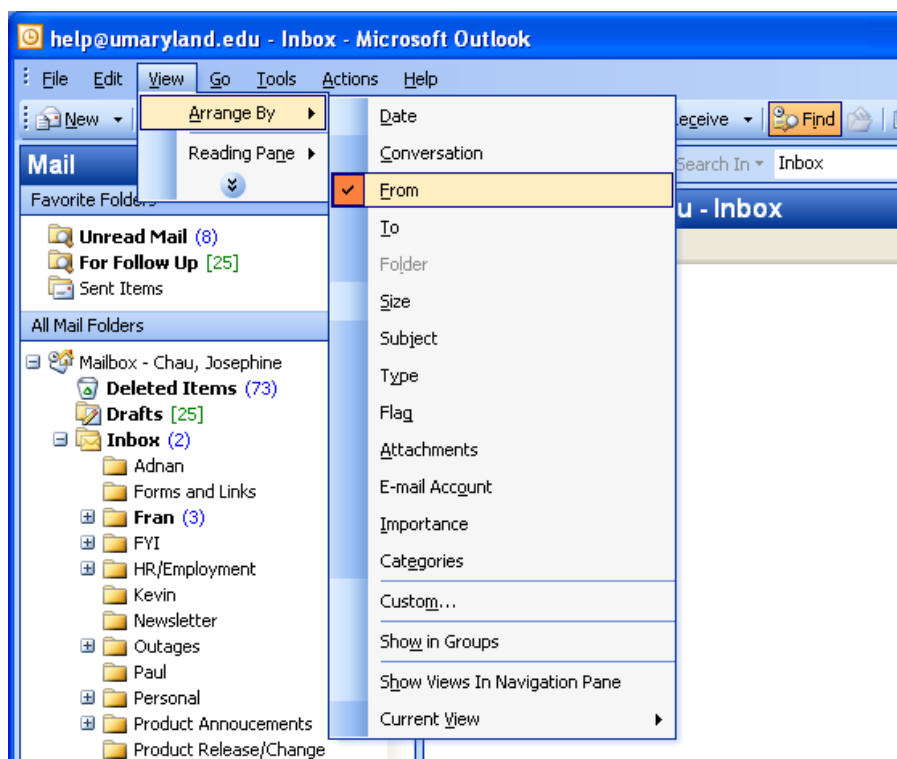
April 2009

Sorting Emails in Outlook 2003 or Outlook 2007

If you are searching for specific emails, it can be helpful to sort emails by certain criteria such as the sender, date, and email size.

Sorting Email using the “View” Menu

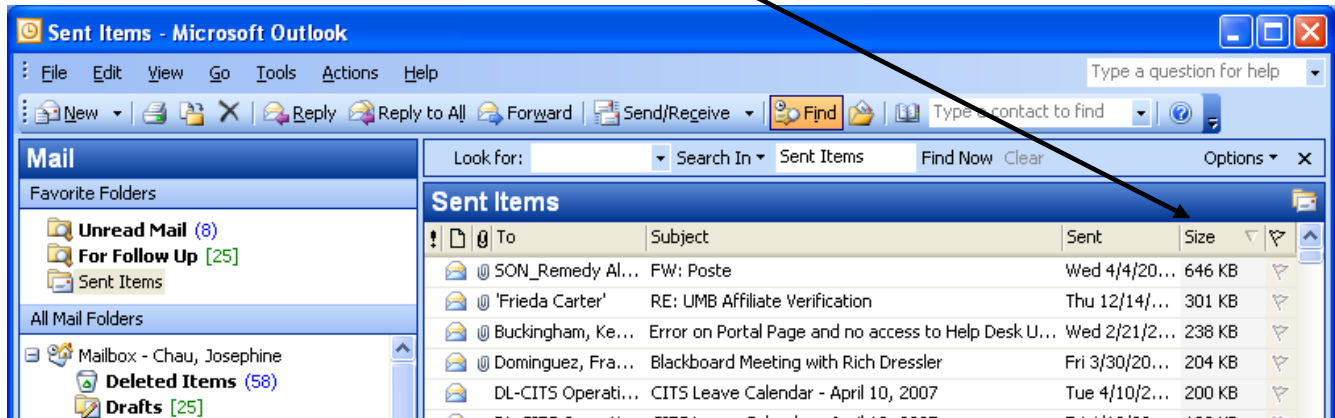
1. Select the email folder containing the emails you are trying to sort.
2. Click on “View” to open the View Menu and point to the option “Arrange By”.
3. Select the criteria you want to sort your emails with.



NOTE: You may need to expand the “Arrange By” menu to access all criteria.

Sorting Email Using Column Headers

You can also sort emails by using the column headers. If you already see the information you would like to sort by, simply click on the column header to sort emails by that column. For example if you wish to sort by size, click on the column header “Size”.



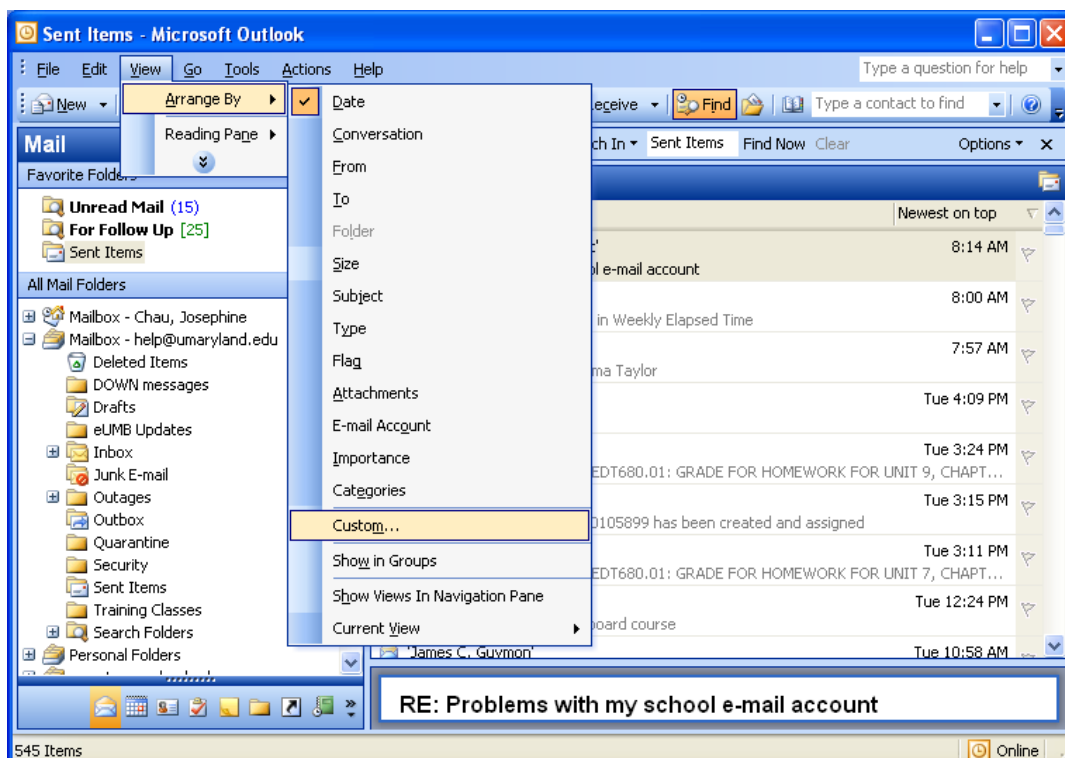
The arrow next to the column header indicates whether the items are being sorted in increasing or decreasing order.

- ▲ = Increasing Order
- ▼ = Decreasing Order

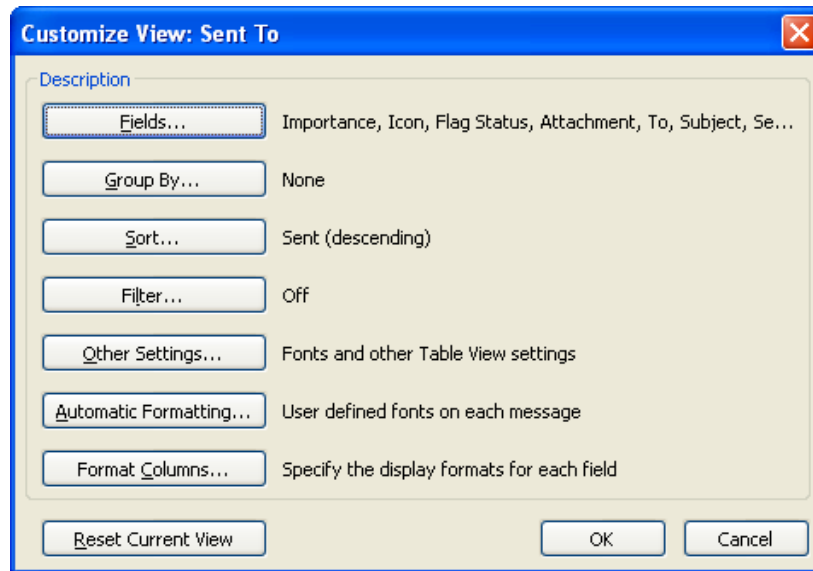
Adding Column Headers

If information such as “Size” is not shown, you can configure Outlook to show that information.

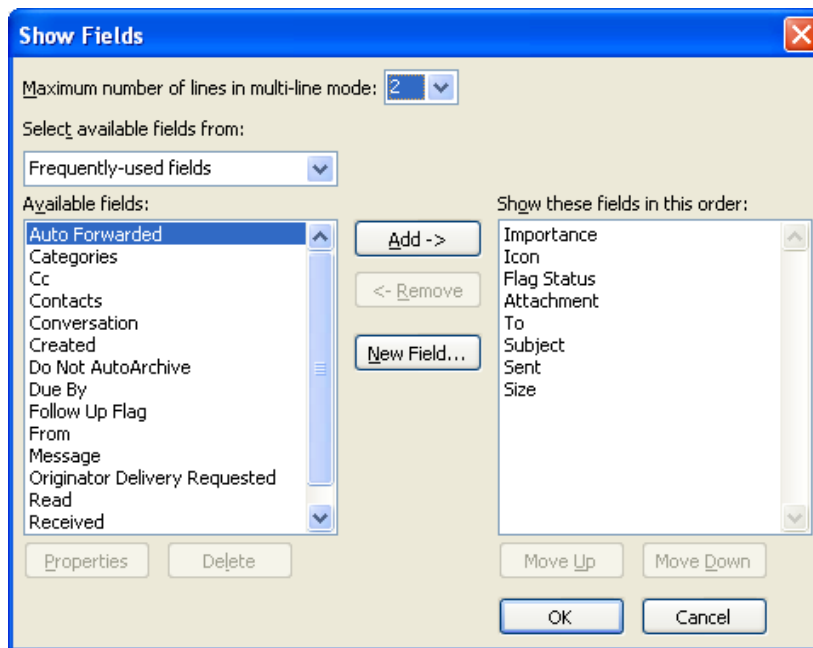
1. Select the email folder you need to modify
2. Click on “View” and point to the option “Arrange By”.
3. Select the option “Custom”.



4. Click on the “Fields” button.



5. Select the information you need to be displayed from the “Available Fields” section and click on the “Add” button to add it to the list of column headers shown in that email folder. If necessary, the order the fields can be changed using the “Move Up” or “Move Down” buttons.



6. Click on the “OK” button to save these changes.

QUESTIONS?

If you require further assistance sorting or organizing emails, please contact the ASC Help Desk at 410-706-HELP (8:00 a.m. - 5:00 p.m.) or send e-mail to help@umaryland.edu