

RESORT TO SORT

Ever “lose” your e-mail only to discover later that it had been accidentally resorted? Well the gray column heading bar over the list of email items is not meant to just sit there and look pretty. It’s actually a very helpful tool for sorting your email in a variety of ways.

Click Received to sort mail in ascending or descending date order. (See the triangle).

To group by:

Subject – click the Subject section of the bar.

Sender – click From.



Attachments – click the paperclip.

Importance – click the exclamation point (brings all those messages marked with high importance to the top).

To sort on multiple column headings, click the first heading, hold down the shift key, and click the other headings in the order by which they should be sorted. For example: Click the From heading to sort by sender. Then hold down the shift key and click the Received header to sort by date in ascending or descending order.