## Productiv.y - For Internal Use Only WHAT's New? Sorting Emails in Outlook When your inbox is crowded with many emails, finding what you need when you need it can be a frustrating chore. Sorting your emails can help you save time and find the needed emails quickly without putting a lot of effort. Below are some easy-to-implement sorting techniques that can instantly organize your inbox. NOTE: ProductivI.T.y is a regular email publication of Information Security and IT Governance under NCVI. For comments and suggestions, kindly email: ict-process@pjlhuillier.com Next> Missed an issue? Click here to visit the ProductivI.T.y section <Back in MyLink for back issues. OK Cancel

## **REMINDER:** Emailed to a group account. Do NOT reply using the email group account.

SORTING EMAILS IN OUTLOOK				
Microsoft Outlook has a click-a-header sort behavior.				
By clicking ( <i>left-click</i> ) the <b>column heading</b> of the Inbox (or any mai	l folder), emails will be sorted by the data in that column.			
🔄 Inbox	Search Inbox 🔎 👻			
!泣口@From Subject	Received Size Categor Y			
A Melody RE: New remittance rates	Mon 2/28/20 17			
Marione RE: New remittance rates Sort by: Subj	ect Mon 2/28/20 15 🕅			
Allan Au RE: New remittance rates	Mon 2/28/20 18 🕅			
When the column is sorted, a <b>triangle</b> to the right of colu	Imn title will appear to indicate the type of sort.			
Inhov.	Search Inbox			
	Descinat Size Category 12			
Marione RE [ADDITIONAL INFO]: message taking	Mon 2/14/20 37			
Marione (ADDITIONAL INFO): message taking	Mon 2/14/20 27			
NOTE As see or in the line	1			
<b>NOTE:</b> An up triangle indicat	tes an ascending sort.			
Click again the column to cha	nge the sorting order.			
In second more than one column for conting Out	a alt allours you to you multiple column handow			
In case you need more than one column for sorting, Out	In case you need more than one column for sorting, Outlook allows you to use multiple column headers.			
First slish the primery column bending and then calent enother field by pressing Shift key (hold down) and clicking (left slish) the				
column beading				
	mg.			
01 CRF	Search 01 CRF			
:〇〇 From A Subject A	Received Si. Categories 7			
IT Process and [PARTIAL TESTING: DONE] CRF[UAT]: 2011C.	Thu 2/10/2011 7:42 PM 5 Red Categ			
I Process and [FOR TESTING PASSED] CRF[UAT]: 2011CRF_COR Thu 2/10/2011 7:42 PM 5 Ш Red Categ У				
IT Process and [FOR TESTING] CRF[UAT]: 2011CRF_COR020	Wed 2/9/2011 10:52 AM 6 🛑 Red Categ 🏹			

NOTE: You can use up to four columns.

You can sort your emails by: **From** column – sorting is based on the email sender

🔁 Inbox	Search	h Inbox	Q	•
!ﷺ 🖸 🖗 From 🔺 Subject		Received	Size Catego	17
From: Ace Benedict A. Balboa (1 item)				
🖂 Ace Ben RE: Kalayaan HO under Ge	n Set Power	Mon 3/7/201	28	7

Subject column- sorting is based on the email subject

🔄 Inbox		Search Inbox 🔎 🗸		
! 🏹 🗋 🖉 From	Subject 🔺	Received	Size Catego 🕅	
🗈 Subject: (none) (	72 items)			
🛨 Subject: (1) CPU	for Mr Ramon Gonzalez (CLIS)	) TNO 33433 (1 item)		
🗈 Subject: (Reitera	tion) SMS Exercise (1 item)			

Received column - sorting is based on the date when the email was received

🔄 Inbox		Search Inbox 🔎 🗸				•	
! 쯔 🖸 🛛 From	Subject		Received	v	Size	Catego	7
🛨 Date: Today							_
🗈 Date: Yesterday	5						
Date: Last Week							

If your sort requires other fields not found in the Information Viewer screen, you can add a field and use it to sort your emails.

Received . Subject Arrange By . Sort Ascending . RE: [APPROVEE 2011 Sort Descending RE: APPROVED 2011 Group By This Field [FOR TESTING] 2011 2011CRF\_WEBC Group By Box 2011 2011 UAT deploymen Remove This Column 011 [SC Checked-In

Field Chooser

Format Columns...

Customize Current View ...

Best Fit

011

2011

2011

2011

2011

Prod-out of E

[EXECUTED] 201

[FOR SERVICIN

Resending: [FC

FOR SERVICING

To add another field, *right-click* any **column heading** then select **Field** <u>Chooser</u> from menu prompt.

From the Field Chooser window, drag one of the headings up to the top of your Information Viewer.



To remove a field right dick the selected	column beading a	nd choose Romova This Column			
TO TEHIOVE a field, fightenek the selected	column nearing a	Ind choose <u>Remove This Column</u> .			
9 From A To-	Subject				
Aleida T. M., 10	Arrange By	JATJ E T			
Aleida T. M Id 🤶	Sort Ascending	Upda 1			
@ Aleida T. M I¢ Z	Sort Descending	Deacti M			
@ Aleida T. M I	Group By This Field	24K R 1			
aleida T. M I	Group By Boy	Upd N			
Aleida T. M I	Group by box	PLGC N			
Aleida T. M I	Remove This Column	DD]: E V			
Aleida T. M I	Field Chooser	pdific 1			
() Aleida T. M., Is	Best <u>F</u> it	Data i			
Aletda I. M., I	Format Columns	RF[PR			
Aleida T. M., I		Man			
Aleida I. M Id	Customize Current View	Upd			
Aleida I. M., ICT P	RE: [APPROVED] CRF [PROL	ij: Main I			
When emails are already sorted, you can	instantly search ar	item by typing a letter or a phrase.			
Upon typing, Outlook will automatically go through emails and display the item(s) that matches your input.					
To try this sort your emails by SENDER (From column) then press any letter from the keyboard repeatedly (say letter A) Notice					
To try this, sort your chains by ODTODAR (Trom containing, then press any fetter from the keyboard repeated by (av fetter from containing).					
that outlook goes through all the sender	s whose name star	ts with the letter you have chosen.			