

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

**Productivl.T.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:** Productivl.T.y is a regular email publication of Information Security and IT Governance under NCVI. For comments and suggestions, kindly email: [ict-process@pjluhuillier.com](mailto:ict-process@pjluhuillier.com)

[Missed an issue? Click here to visit the Productivl.T.y section in MyLink for back issues.](#)

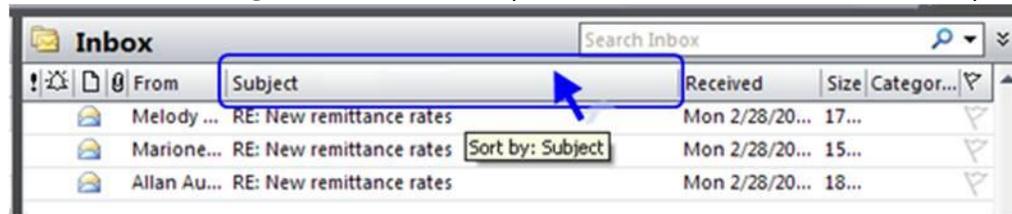
<Back    Next>

OK    Cancel

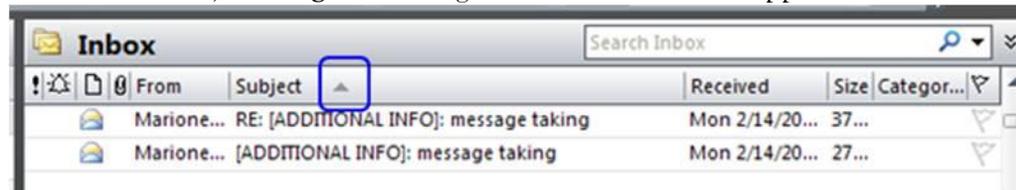
## SORTING EMAILS IN OUTLOOK

Microsoft Outlook has a *click-a-header* sort behavior.

By clicking (*left-click*) the **column heading** of the Inbox (or any mail folder), emails will be sorted by the data in that column.



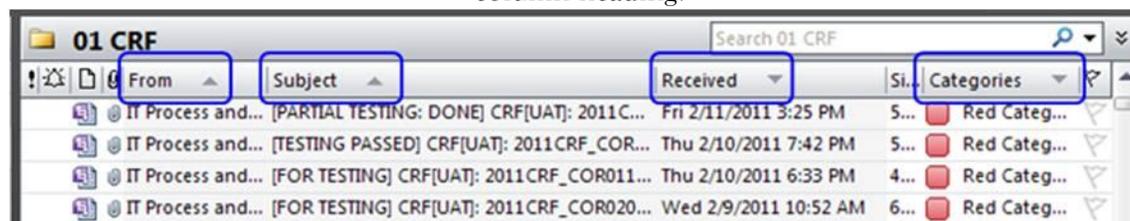
When the column is sorted, a **triangle** to the right of column title will appear to indicate the type of sort.



**NOTE:** An up triangle indicates an ascending sort.  
Click again the column to change the sorting order.

In case you need more than one column for sorting, Outlook allows you to use multiple column headers.

First, *click* the primary **column heading** and then select another field by pressing *Shift* key (hold down) and clicking (*left-click*) the column heading.



**NOTE:** You can use up to four columns.

You can sort your emails by:

**From** column - sorting is based on the email sender



**Subject** column- sorting is based on the email subject

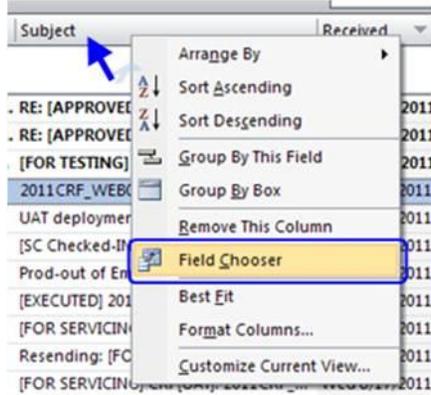


**Received** column - sorting is based on the date when the email was received

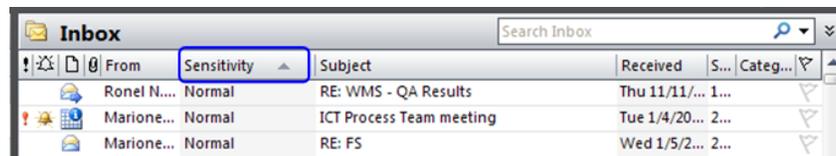
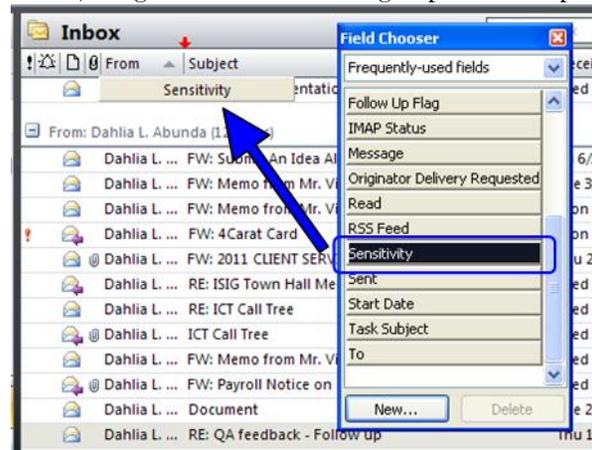


If your sort requires other fields not found in the **Information Viewer** screen, you can add a field and use it to sort your emails.

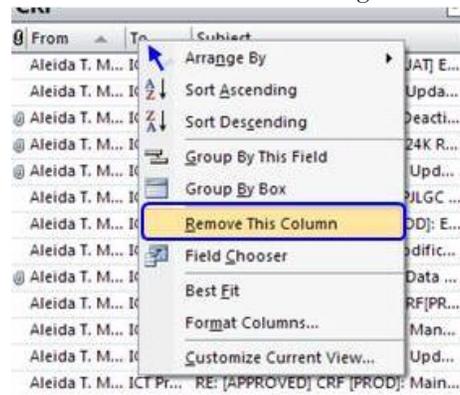
To add another field, *right-click* any **column heading** then select **Field Chooser** from menu prompt.



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



To remove a field, *right-click* the selected column heading and choose **Remove This Column**.



When emails are already sorted, you can instantly search an 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 that outlook goes through all the senders whose name starts with the letter you have chosen.