

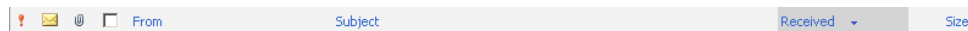


How do I Sort Messages in my Account

Messages in your email account can be sorted in a variety of ways. You can use one of the six column headers; flag, from, attachment, subject, size or received. All the messages will be sorted in the current folder.

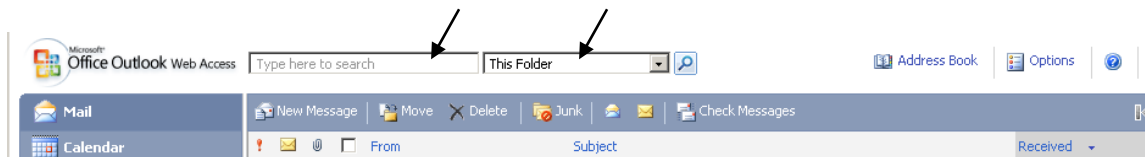
Columns headings that can be sorted will change colors when you mouse over them. If for some reason any of the column headers have been disabled, you can right click on it and then click on the column name in the list.

Sorting messages in a folder on Web Access



1. Click on the column header to sort messages.
2. Click the column header again to sort in the other direction.

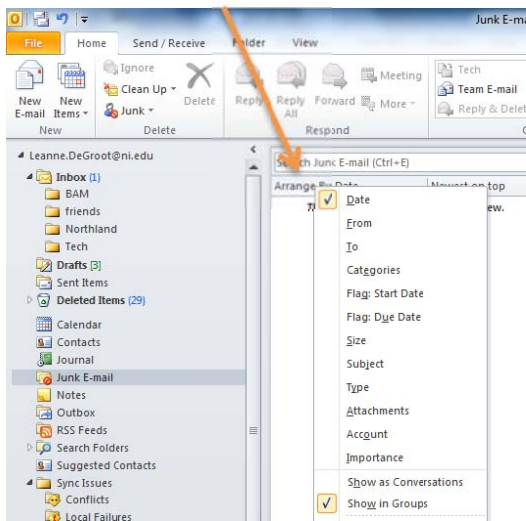
Sorting Messages from Search Results



1. Type in the desired criteria; subject, name, etc.
2. Select the folder in which to search.
3. Press 'enter'.
4. Click on the column header to sort messages.
5. Click the column header again to sort in the other direction.

Sorting messages in a folder in Outlook

1. Above where your emails are seen click on “Arrange by:” Just click on whichever one you would like to see it sorted by.



2. You can adjust which way it sorts by clicking the phrase next to “Arrange By:”

