

E-mail: Groups, Views and Sorting

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Applicable usage

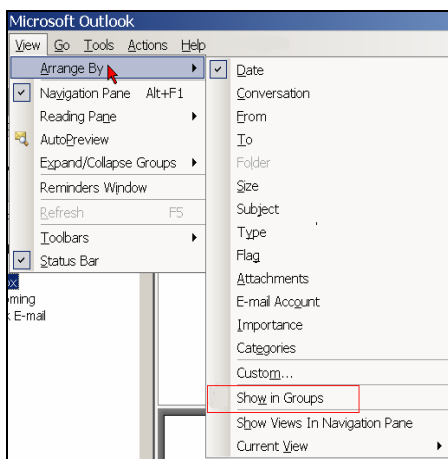
Outlook 2003 Client

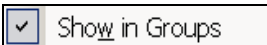
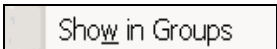
E-mail: Using Groups

About Groups *What are Groups and why would you use them?*

Rather than having a long list of mail in your inbox, Outlook gives you the option of having your messages grouped into sections that can be arranged/sorted as desired.

Using Groups Show in Groups field acts as a toggle on the drop-down bar.



If	Then
Show in Groups selection appears with a check mark next to it as shown: 	Groups are ON
Show in Groups selection appears without a check mark next to it as shown: 	Groups are OFF

Turn Groups On

On the Outlook toolbar: Click **View >> Arrange By >> Show in Groups**

Important: Make sure check mark is **ON**.

Turn Groups Off

On the Outlook toolbar: Click **View >> Arrange By >> Show in Groups**

Important: Make sure check mark is **OFF**.

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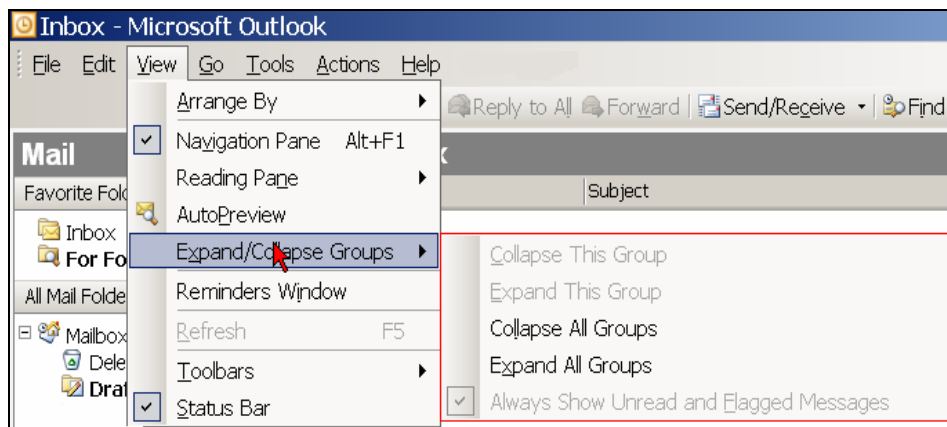
E-mail: Using Groups, Continued

About Expanding and Collapsing Groups

Expanding or collapsing groups makes it easier to scan through your grouped messages to find the one that you are looking for.

Expanding a Group

On the Outlook toolbar: Click **View >> Expand/Collapse Groups >> Expand All Groups**



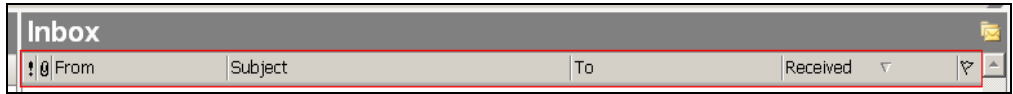
Collapsing a Group

On the Outlook toolbar: Click **View >> Expand/Collapse Groups >> Collapse All Groups**

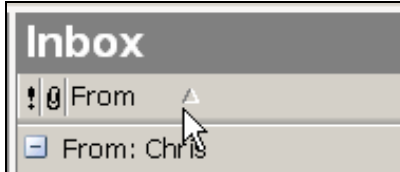
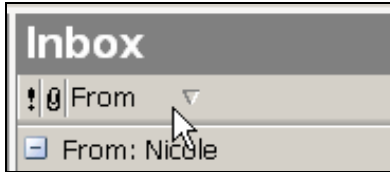
E-mail: Using Header Bar

About Header Bar


Every mailbox has a Header Bar. Each field on the Header Bar is sort-able and customizable.



Sorting by one Field

Step	Action
1	<p>Click on the field name of the field you wish to sort by.</p> <p>Result: An UP arrow will appear next to the field name. This indicates the e-mails are sorted in Ascending order by that field.</p> 
2	<p>To sort the field in descending order, click on the Field name again.</p> <p>Result: A DOWN arrow will appear next to the field name. This indicates the e-mails are sorted in Descending order by that field.</p> 

Re-arranging Fields


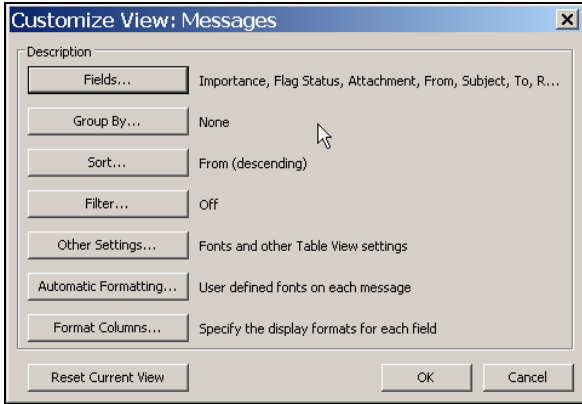
Step	Action
1	<p>Click on the field you wish to move with your left mouse button. Continue holding the mouse button and drag the field to the desired location.</p>
2	<p>Drop the field where you see the RED ARROWS as shown below:</p> 

E-mail: Customize Current View

About Customize Current View

- Customize View allows you to set up your e-mail folders in a format that is most efficient for you.
- Each folder can be set up individually.
- You can change Fields, Groupings, Sorting, Filters, Other Settings, Automatic Formatting, Format Columns or Reset the Current View back to the default.

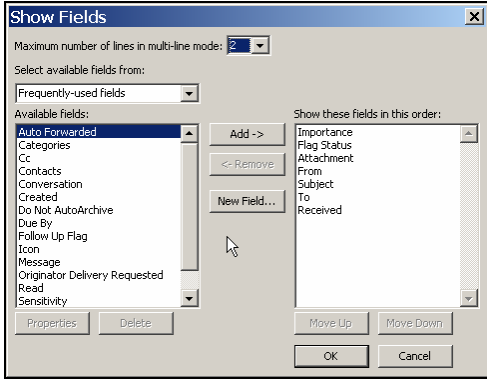
Accessing Customize Current View

Step	Action
1	<p>Right-click anywhere on the Header bar.</p> <p><i>Result:</i> The drop-down Options menu appears.</p> 
2	<p>Select Customize Current View...</p> <p><i>Result:</i> Customize View: Messages box appears.</p> 

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E-mail: Customize Current View, Continued

Adding fields

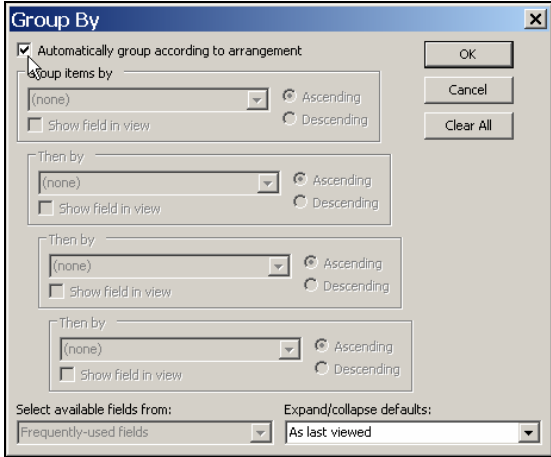
Step	Action
1	<p>On the Customize view: Messages screen: Click the Fields... button.</p> <p><i>Result:</i> Show Fields screen will pop-up.</p> 
2	From the Available Fields are shown in the left column, click on the field to be added to the e-mail folder.
3	Click the Add - > button in the center.
4	<p>The selected field should appear in the right column under Show these fields in this order:</p> <p><i>Note:</i> You can move the fields up and down by clicking on the field and using the Move Up or Move Down buttons with the exception to the Flag Status field.</p>
5	Once the fields appear as you want, click OK.

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E-mail: Customize Current View, Continued

Accessing Group By box

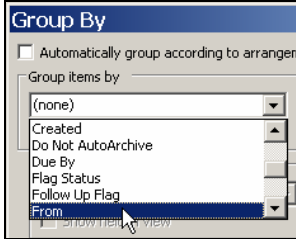
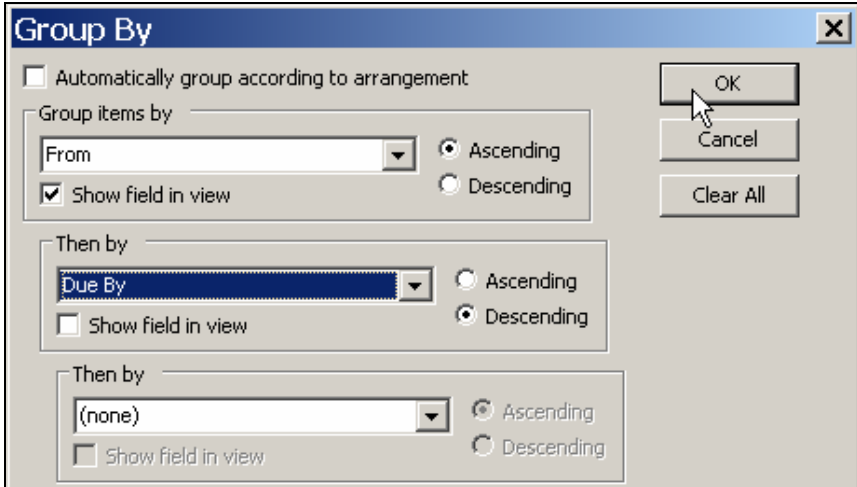
You can use the Group By box to perform sorting with sub-sorts.

Step	Action
1	<p>On the Customize view: Messages screen: Click the Group By... button.</p> <p><i>Result:</i> Group By screen will pop-up.</p> 
2	<p>If the Automatically group according to arrangement check box is checked, you must uncheck it to using the sorting.</p>

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E-mail: Customize Current View, Continued

Using Group By box

Step	Action
1	<p>Under Group items by, click the first drop-down box and click on the field you wish to sort by.</p>  <p><i>Result:</i> The field will appear in the first sort selection. You may choose Ascending or Descending, and whether you wish the field to be in the view.</p> <p><i>Note:</i> If you are sorting your email by Date, no other sub-sort is possible.</p>
2	Repeat the above step for additional sub-sorting.
3	<p>When complete, click the OK button.</p> 

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E-mail: Customize Current View, Continued

Resetting Current View

Step	Action
1	Right-click anywhere on the Header bar. <i>Result:</i> The drop-down Options menu appears.
2	Select Customize Current View... <i>Result:</i> Customize View: Messages box appears.
3	Click Reset Current View button at the bottom of the screen.
