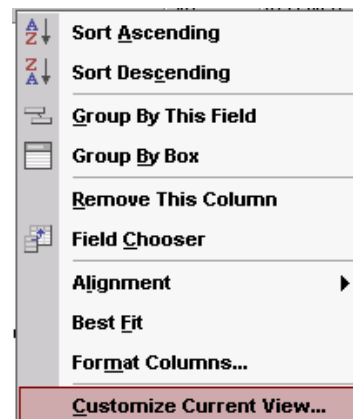


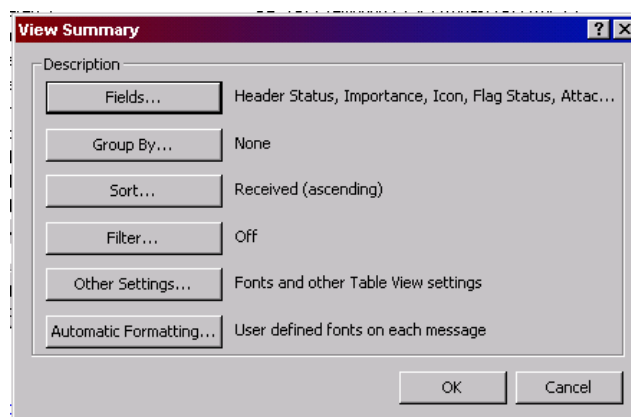
Adding a column to a folder message listing

Outlook provides two methods for adding and removing columns in message folders. This is the easiest method:

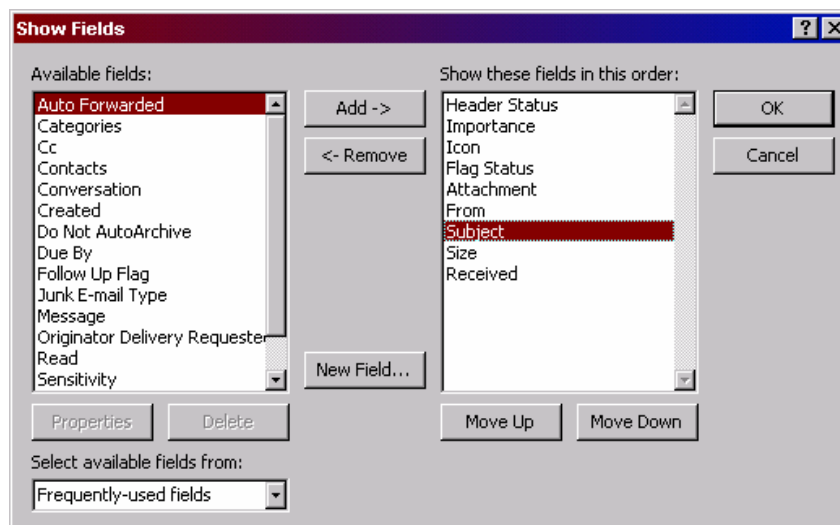
1. Open the target folder.
2. Right-click the column header bar & select Customize Current View.



3. Click Fields to display the Show Fields dialog box (see Figure).



4. To add a column, select the field from the Available Fields list and click Add.
5. To remove a column from the folder view, select the field from the Show These Fields In This Order list and click Remove.
6. Click OK to have your changes take effect.



Changing column order In

a message folder, Outlook defaults to displaying columns in a specific order, but you can easily change the order. The simplest way is to drag a column header to the desired location. You also can right-click the column header bar, choose Customize Current View, click Fields to display the Show Fields dialog box (shown in Figure 3-5), and use the Move Up and Move Down buttons to change the column order.

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