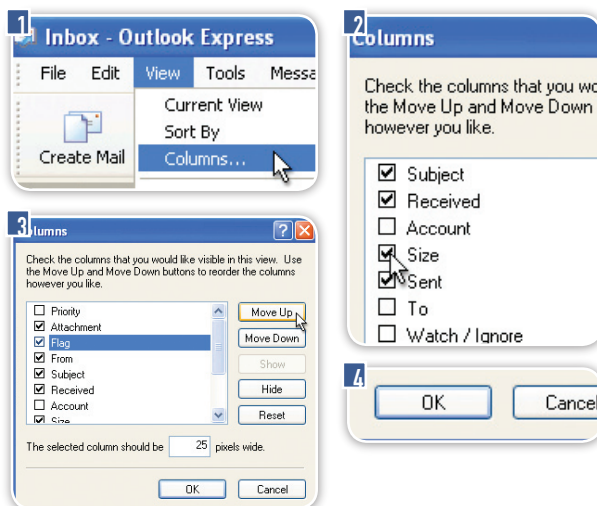


TUTORIAL: CUSTOMIZING YOUR E-MAIL COLUMN HEADINGS

Using Outlook Express 6 in Windows XP Home Edition

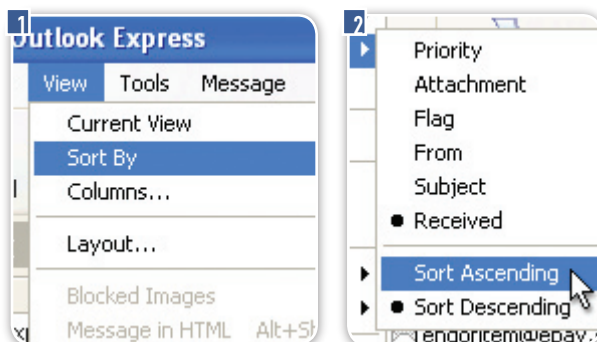
- STEP 1.** With Outlook Express open, click on "View" on the menu bar and select "Columns" from the drop-down menu.
- STEP 2.** Check the boxes of the columns you want to show in your e-mail message list pane.
- STEP 3.** If you want to change the order of your columns, click on the name of a column. Then click the "Move Up" or "Move Down" button to change the order.
- STEP 4.** Click the "OK" button.



TUTORIAL: SORTING E-MAIL COLUMNS BY ASCENDING OR DESCENDING ORDER

Using Outlook Express 6 in Windows XP Home Edition

- STEP 1.** With Outlook Express open, click on "View" on the menu bar. Select "Sort By" from drop-down menu.
- STEP 2.** Under the "Sort By" option, a bullet point will be by the column heading that you are currently sorting your e-mail. Select "Sort Ascending" or "Sort Descending" to reverse the order by which the column is listed. For example, if you select "Sort Descending" to sort by "Received" e-mail, your newest e-mail will show up at the bottom of your message list. If you select "Sort Descending" by "Subject," your e-mail will be listed in reverse alphabetical order.



TUTORIAL: SORTING E-MAIL USING COLUMN HEADINGS

Using Outlook Express 6 in Windows XP Home Edition



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| <p>1. Priority.
Sorts e-mail by the priority which they were given.</p> | <p>3. Flag.
Sorts e-mail by the flagged status which they were given.</p> | <p>5. Subject.
Sorts e-mail alphabetically by the subject line.</p> | <p>7. Size.
Sorts e-mail by the total size of the e-mail. This usually directly corresponds to the size and number of attachments.</p> | <p>8. Sent.
Sorts e-mail by the account from which it was sent.</p> | <p>9. Account.
Sorts e-mail by the name of the e-mail account from which it was sent.</p> |
| <p>2. Attachment.
Sorts e-mail with attachments alphabetically.</p> | <p>4. From.
Sorts e-mail alphabetically by the addresses from which they are received.</p> | <p>6. Received.
Sorts e-mail by the date it was received. This is the default way your e-mail is sorted.</p> | | | |