

Microsoft Outlook 2013: Sorting Your Emails Messages & Attachment Tips

Email messages accumulate rapidly. Since folders can contain hundreds of messages, searching for a particular email can seem overwhelming. Instead of scrolling through a list of emails, Outlook makes finding a specific email easy with its sort feature.

Mailbox Headings

Email can be sorted with just a few clicks. Below is an explanation of the most common sorting options when viewing your Inbox or other email folder.

Header	Description	
	Header Status	Messages will be sorted by date received from most recent to oldest without grouping messages by date.
	Importance	High importance messages are placed first, normal importance messages are placed second, and low priority messages are placed last.
	Icon	Messages will be sorted by type (mail message, meeting request, receipts, etc.).
	Flag Status	All flagged messages will be sorted to the top of the Mailbox.
	Attachment	All messages that contain an attachment will be sorted to the top of the Mailbox.
From	From	Messages will be sorted and grouped by sender alphabetically from A-Z. NOTE: Messages will be sorted by the first character, which is not necessarily the last name of the sender.
Subject	Subject	Messages will be sorted alphabetically by subject from A-Z using the first character of the subject.
Received	Received	Messages will be sorted by date received from oldest to most recent. NOTE: Messages are grouped according to date received by default.
Size	Size	Messages will be sorted by size from smallest to largest.

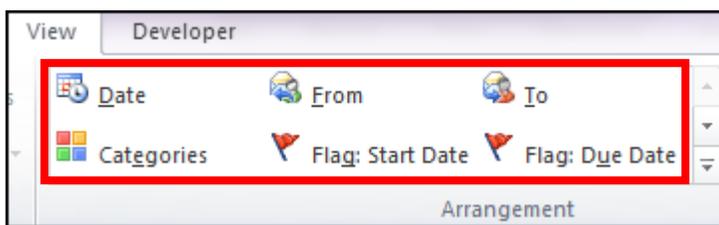
Sorting Messages within Mailboxes

Sorting messages can make it easier to locate a desired message. Before saving be sure to change Subject, then Save.

Sorting Messages: Menu Option

Depending on the size of your computer screen and how you have customized the look of Outlook, all of the mailbox headings may not display or have different options.

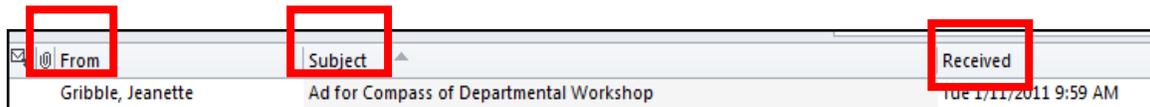
1. Select the mailbox folder containing the messages you want to sort. Select the **Inbox**.
2. From the **View** tab, in the **Arrangement** grouping, select the desired option.



Sorting Messages: Column Heading Option

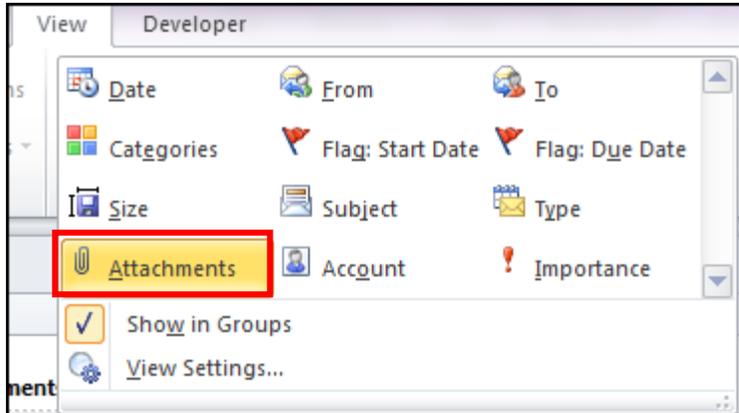
If you have several messages in your mailbox, you can sort them by any field in the Content area. Clicking a column heading toggles between ascending and descending order. You can add, delete, or rearrange columns, referred to as fields, in the Content area.

1. Click the column heading you want to sort on. The messages will now be sorted by that column. Click **Received** and see how items are sorted.
By clicking the column heading a second time, the sorting order is reversed. The arrow in the heading indicates whether the field is sorted in ascending or descending order. Example below shows: **From, Subject and Received**.

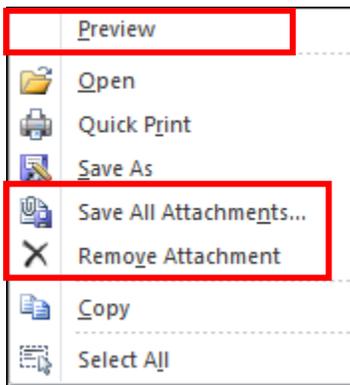


Sorting by Attachments and Saving or Removing Attachments

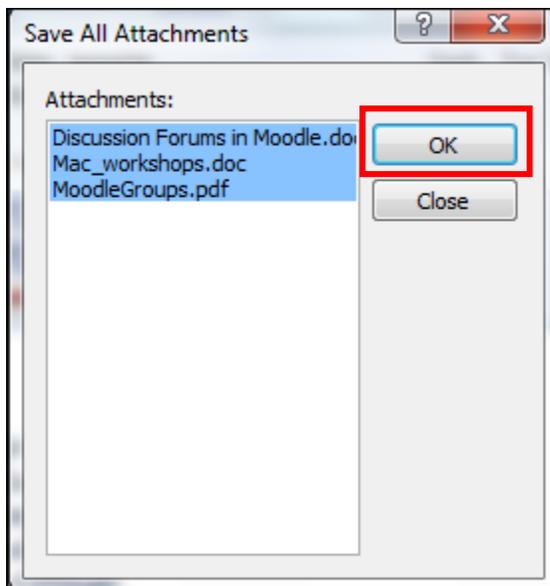
On the **View** tab, **Arrangement** grouping, find the option **Attachments**.



Open the email message and right mouse one attachment to find options to **Save, Preview, Open or Remove Attachment.**



A **Save All Attachments** window appears. Click **OK**



It will bring up the **Save All Attachment** dialog box for you to save them into a **Folder**. Navigate to the folder for the Attachments to be saved into. Click **OK**.

