

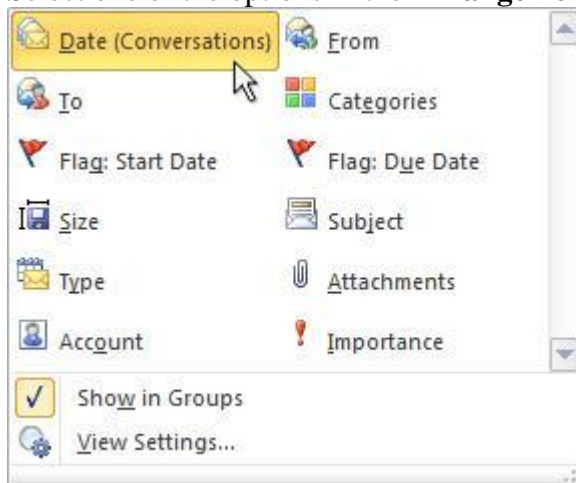
# Use views to stay organized

## Quick Reference Card

### Switch between views

You can change views regardless of where you are in your mailbox — calendar, mail, tasks and so on. Remember, though, that the commands in the **Arrangement** group vary depending on where you are. For example, you see a different set of commands in your calendar than you do in your email.

1. Click the **View** tab.
2. Select one of the options in the **Arrangement** group.

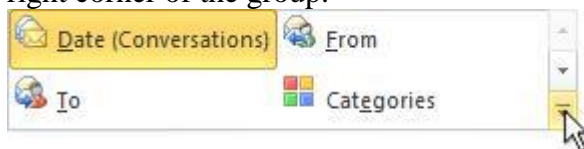


3. Optionally, in mail, you can change views by clicking the column headers in the messages list.

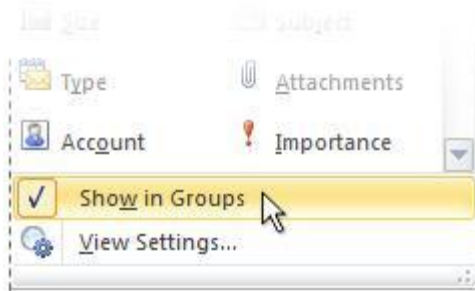
### Turn grouping on or off

Outlook can group your messages, tasks, and other items into small segments—Today and Yesterday, Small, Medium, and Large, for example. You can turn that grouping on or off, but remember that when you do, the changes apply to your entire mailbox.

1. If you're not already there, switch to your Inbox.
2. Click the **View** tab, and in the **Arrangement** group, click the **More** button in the lower-right corner of the group.



3. To turn grouping off, clear the **Show in Groups** check box. To turn in on, select the checkbox.



### Add or remove columns in a view

Follow these steps everywhere *but* your calendar and your notes. These steps don't delete fields permanently. They only remove them from the view.

1. Make sure you're using the view you want to change and click the **View** tab.
2. In the **Arrangement** group, click **Add Columns**.
3. Do one of the following:
  - To add columns to a view, select the columns you want to add from the **Available columns** list and click **Add**. If you don't see the field you want, use the **Select available columns** from list to locate the field.
  - To remove columns, select the columns you want to remove, and click **Remove**.
4. Click **OK** when you're done.

### Create a custom view

#### Customize an existing view

Whenever you customize an existing view, always copy the view and change the copy. That way, you can revert back to the old view if you don't like your changes.

1. Make sure you're in the view you want to customize. If necessary, click the **View** tab and look in the **Arrangement** group to see which view you're using. Switch if necessary.
2. On the **View** tab, in the **Current View** group, click **Change View**, and then click **Manage Views**.
3. Click **Copy**. That starts the **Copy View** dialog box.
4. In the **Name of new view** box, enter a name for your view.
5. Select one of the options under **Can be used on**, and click **OK**.
6. The **Advanced View Settings** dialog box appears. Use the commands in the dialog box to add columns, group items, sort and filter data, and set fonts and other formats. Click **OK** when you're done.
7. Click **Apply View**.

## Create a custom view from scratch

1. On the **View** tab, in the **Current View** group, click **Change View**, click **Manage Views**, and then click **New**.
2. In the **Name of new view** box, enter a name for your view.
3. In the **Type of view** pane, select the type of basic layout you want to use.
4. Select one of the options under **Can be used on**, and click **OK**.
5. The **Advanced View Settings** dialog box appears. Use the commands in the dialog box to add columns, group items, sort and filter data, and set fonts and other formats. Click **OK** when you're done.
6. Click **Apply View**.

## Start Conversations view

1. If you aren't already, go to your Inbox.
2. Make sure Date view is in effect. To do that, go to the **View** tab, and in the **Arrangement** group, click **Date**.
3. On the **View** tab, in the **Conversations** group, click **Show as Conversations**.
4. In the dialog box that appears, select **All Folders** or **This Folder**.
5. Optionally, go back to the **View** tab and select one or more of the options from the **Conversations Settings** list.

## Clean up conversations

These commands are only available if you're using Conversations view. You can clean up a single conversation, all the conversations in a folder, or all the conversations in a folder and any subfolders.

### Clean up a single conversation

1. Select the conversation you want to clean up.
2. On the **Home** tab, in the **Delete** group, click **Clean Up**.
3. Select the first option, **Clean Up Conversation**.
4. If the **Clean Up Conversation** dialog box appears, click **Clean Up**.

### Clean up the conversations in a folder, or a folder and its subfolders

1. Select the folder that contains the conversations you want to clean up.
2. On the **Home** tab, in the **Delete** group, click **Clean Up**.
3. Select the second or third option, depending on what you want to do.
4. If the **Clean Up Folder** dialog box appears, click **Clean Up Folder**. You can optionally select the **Don't this message again** check box.

## Ignore a conversation

1. Click the conversation you want to ignore.
2. On the **Home** tab, in the **Delete** group, click **Ignore**.
3. If you're asked to confirm the operation, you can optionally select the **Don't this message again** check box and click **Ignore Conversation**.

## Undo a cleanup or ignore operation

- If you mistakenly clean up or ignore a conversation, open your **Deleted Items** folder, select the deleted messages, and drag them back to your Inbox. You can also highlight and right-click the deleted messages, point to **Move**, and then click **Inbox**.