U of W Email
Organizing your email

University of Winnipeg
By default, Outlook 2010 sorts emails by date. To sort by other categories, or to enable multi-tier sorting:

Open **Outlook** and make sure that you are in your **Inbox**.

Go to the **View** tab and click on the **View Settings** icon.
Click on **Sort**
Using the dropdown, choose a sort option.

You can have multi-level sorting by using the dropdown.

Click OK.
By default, Outlook 2010 groups emails by date. To group by other categories, or to disable this feature:

Open Outlook and make sure that you are in your Inbox.

Go to the View tab and click on the View Settings icon.
Click Group By.
To disable the grouping feature:

- Remove the checkmark from the **Automatically group according to arrangement** field.
- Using the dropdown: choose the option **None**.
- Click **OK**.
To create your own custom grouping:

Using the dropdown: choose a *grouping option*

You can have multi-level grouping by using the dropdown

Click OK.