

Sorting Your Email

This demonstration will show you how to sort your email on any field. All email programs sort mail by date and time with the most recent emails at the top of the list. Sorting on other fields can be helpful when you know who sent the email, the subject, or when it was sent but cannot find it. This feature works similarly in all email programs.

1. After logging in to your email server, notice the column headings, especially From, Subject, Received, and Size.
2. To sort the list on sender, Click once on the bar with the label: **From**. This will sort the list in ascending order. Click again on **From** and the list will be sorted in descending order.
3. Any of the other fields can be sorted in this manner.
4. To sort the emails as they are normally seen, click on the received field. They should now be sorted in descending order by date and time.