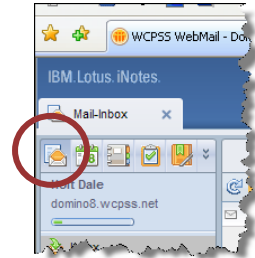
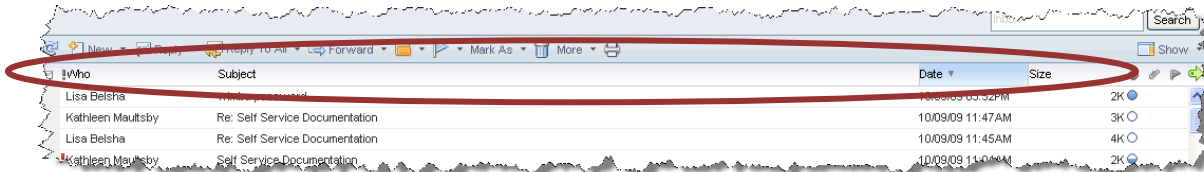


## Sorting Messages

1. Click the **Mail icon** to open your inbox.



2. Click any **column heading** to sort by:

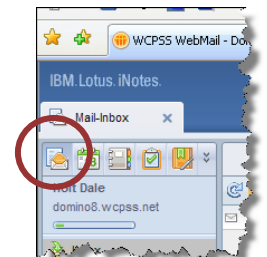


- **Who** – Sorts messages alphabetically by the Sender's first name in ascending order.
- **Subject** – Sorts messages alphabetically by subject content.
- **Date** – Sorts messages to show the oldest messages first and the newest messages last.
- **Size** – Sorts message based on size with the largest messages first and the smallest messages last.

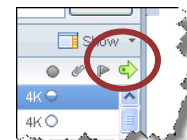
3. Click the **column heading again** to reverse the sort order.

## Searching for Specific Messages

1. Click the **Mail icon** to open your inbox.



2. Click the **Go To** icon (green arrow) located on the right side of the column header row.



3. Use the down arrow and **select a column** to sort by:

- **E-mail** – Sender, Subject, Date or Size
- **Calendar** – Meeting Time, Subject, Last Modified, or Entry Type
- **Contacts** – Name, E-mail, or Company
- **To Do's** – To Do, Due Date, Status, or Category
- **Notebook** – Title or Modified



4. Enter content in the **Search for entries that start with:** field or **select a date** if sorting by date.



5. Click **Search**.