Sorting Messages

How do I sort my messages?

It is usual for emails to be listed in date received order with the newest email listed at the top. You can however change the sort order and the column used to sort.

A small grey arrow will be displayed next to one of the column headers indicating the column currently being used to sort your messages.

- If the arrow points up the column will be sorted A-Z, oldest-newest or smallest-largest.
- If the arrow points down it will be sorted Z-A, newest-oldest or largest-smallest.

1. Click one of the column headers to sort by that field (From, Subject etc).
2. Click again to reverse the sort order.

How do I restore missing fields?

Normally the fields 'From', 'Subject', 'Received', 'Date' and 'Size' are displayed. If any of these 'disappear' follow these instructions to restore them.

1. Right click over one of the column headers.
2. Click 'Field Chooser'.
3. Drag one of the fields in the list over the currently listed field bar.
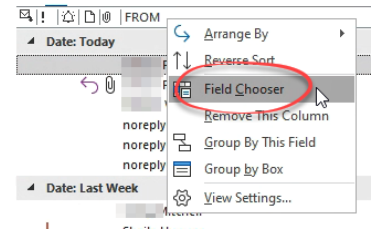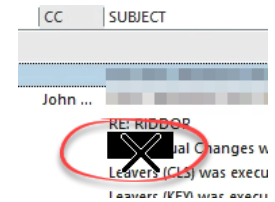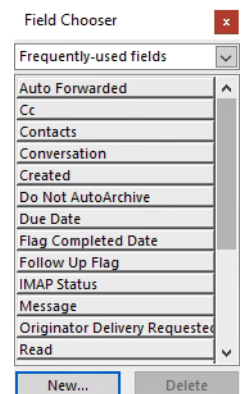
4. Arrows will show where the field will be added.
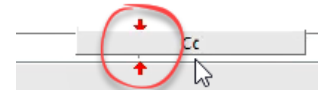
How do I remove fields?

1. Drag the field header into your mail.
2. The cursor changes to a large black cross.
3. Release the mouse button.

How do I close the field chooser?

1. Click the cross in the top right hand corner of the field chooser box.

For help and assistance,
call the ICT Helpdesk
0141-342 1570

Available during office hours. For critical support at other times refer to the out-of-hours phone list.