

Did you know that you can customize the way your Outlook is organized on your page to whatever works for you. This is a great 5-minute video on the Outlook 2013 View Tab. This video is from Lynda.com, which is a fee-based subscription. However, sometimes they have some freebies open for a while, so don't wait too long to view this video. There are 2 more videos that follow this one that you can click on that are worth your time. I changed around my Outlook View after watching these videos.

<http://www.lynda.com/Outlook-tutorials/Viewing-messages-conversation/179051/360042-4.html>