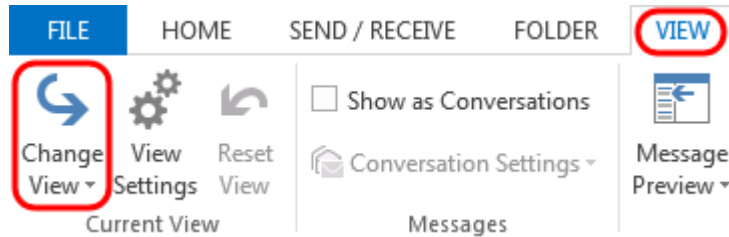


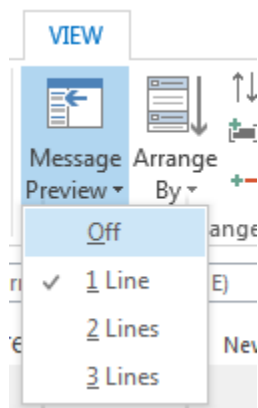
## Changing the view for your inbox

It's easy to customize the default view in Outlook.

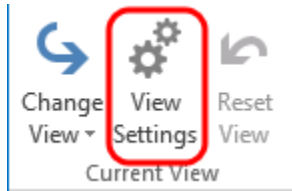
- Click the **View** tab on the ribbon toolbar and choose Change View.
- You can select from preset views like one that displays the most recent emails only.



- Also on the **View** tab, you can select **Message Previews** and choose **Off** to turn the preview off.
- Or, choose either *1*, *2* or *3* to view that number of lines of the message text beneath its header.
- You can configure any of these options either for the current folder or for all mailboxes.



- Click **View Settings** for options for customizing a view, such as adding columns or rearranging their order.
- The **Arrangement** options let you sort emails by **Date**, **Subject** and so on.
- The **Layout** options let you customize the **Folder Pane** and **Reading Pane**.



Once you have arranged the inbox to your liking, click *Change View > Save Current View As a New View*. Then type a name for the view, and specify which folders it can be used on and by whom. In the future, return to this view by selecting *Change View* and selecting your saved view.

I've included a video to show you how it's done for those of you who are visual learners:

<https://youtu.be/vKswjS5XD5U>