**Sorting and filtering messages in the Inbox and other folders**

In order to display messages as you want to see them or to arrange them so that you can work with a related set of messages, you can sort or filter all the messages in an email folder.

Sorting: Column headings

Clicking on the column headings is a very simple method of sorting the contents of the folder based on that heading, e.g. Subject or Date.

Notice that in the example below resting the mouse on the **Date** heading displays the Sort by tooltip.
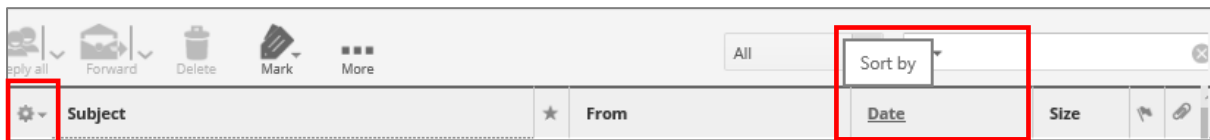
Clicking on the heading once will sort into ascending order clicking a second time will reverse it to display the messages in descending order. This is true weather the sorting on numeric or alphabetic data. By default, descending order of date is used as the most useful for seeing the latest emails to arrive at the top of the list.

The **cog wheel** symbol on the left of the header row displays a dialogue box in which you can perform the same sort actions, but it also enables you to specify only the columns you wish to see by clicking the associated checkboxes and then the Save button

NOTE: Changing the columns in one folder will reflect that change across all folders.
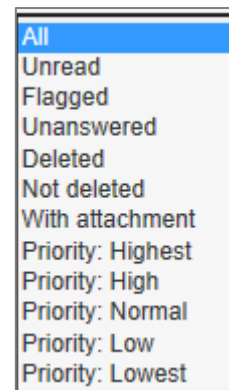
Filtering: By message type

The dropdown list available on the right just above the headings enables you to filter, e.g.

- **Flagged** will display only messages with a flag in the flag column
- **Unread** shows only the messages you have not yet dealt with

Selecting another option or returning to **All** will change the display accordingly.

Filtering: Using the search field

The Search field is next to the above filter. When looking for a word or phrase, **type** it in this field and press **Enter**. The system searches the currently displayed folder.

If you have previously searched and then click into the field again, a list of words you have used is displayed so that you can select them without having to type them again. Alternatively, you can type something different.
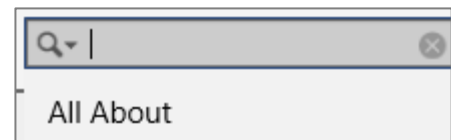
The dropdown menu associated with the search field allows you to select / deselect the areas of messages in which you want to search, e.g. you might only want to search in the name fields (To, CC, BCC), but not in the Subject.
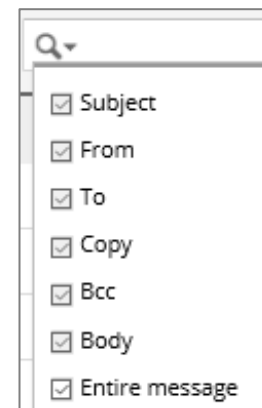
Displaying Threads

The term Threads refers to all the messages in an email conversation, i.e. the original message and any replies and forwarded messages, provided you have not deleted them. It can be a good way of collecting together related messages.

At the bottom of the email window the two buttons highlighted below can be used to switch the view between a standard list and a list displaying message threads.
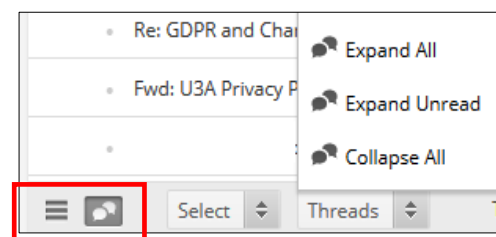
When the **Threads** tool is used:

- The message list changes slightly and items with related messages are marked with the thread symbol, which is an arrowhead that can be clicked to expand or collapse the conversation threads e.g.

- The corresponding Threads menu also becomes active, through which you can expand or collapse many conversations at the same time.

To switch back to the standard list, simply click the **List** button.