

SAYRE AREA SCHOOL DISTRICT TECHNOLOGY TIPS

SORTING YOUR OUTLOOK EMAIL – RECOMMENDED SETTING – NOT GETTING EMAILS

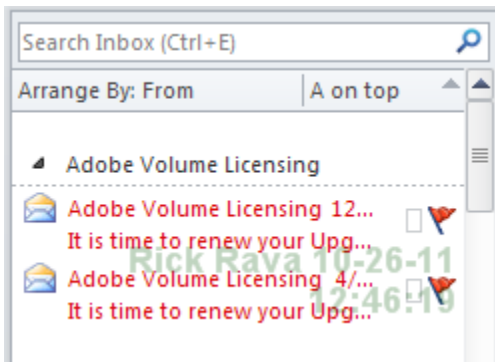
Purpose

This handout goes over the recommended MS Outlook Sort Options.

If you use certain sort options, it will appear that you are not getting all of your emails.

Sample Problem

Let's say you have your email set up as follows:

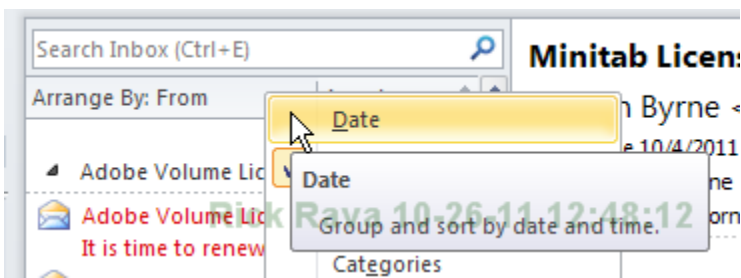


Let's say a person just sent you an email

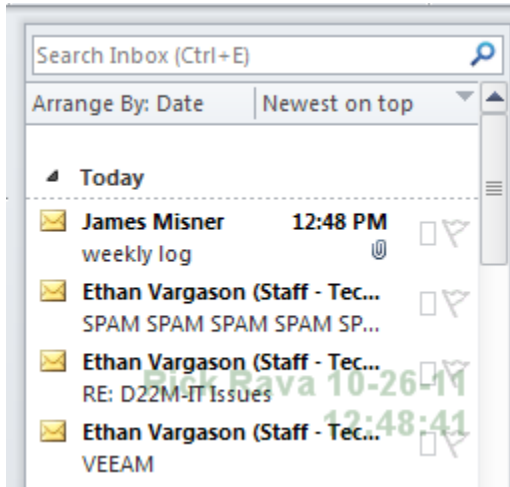
In the above example, the emails are sorted by From

Sample Solution

Change the Sort / Arrange By



Select Date



Now the latest emails appear at the top of your inbox