

SAYRE AREA SCHOOL DISTRICT TECHNOLOGY TIPS

SORTING YOUR OUTLOOK EMAIL – RECOMMENDED SETTING – NOT GETTING EMAILS

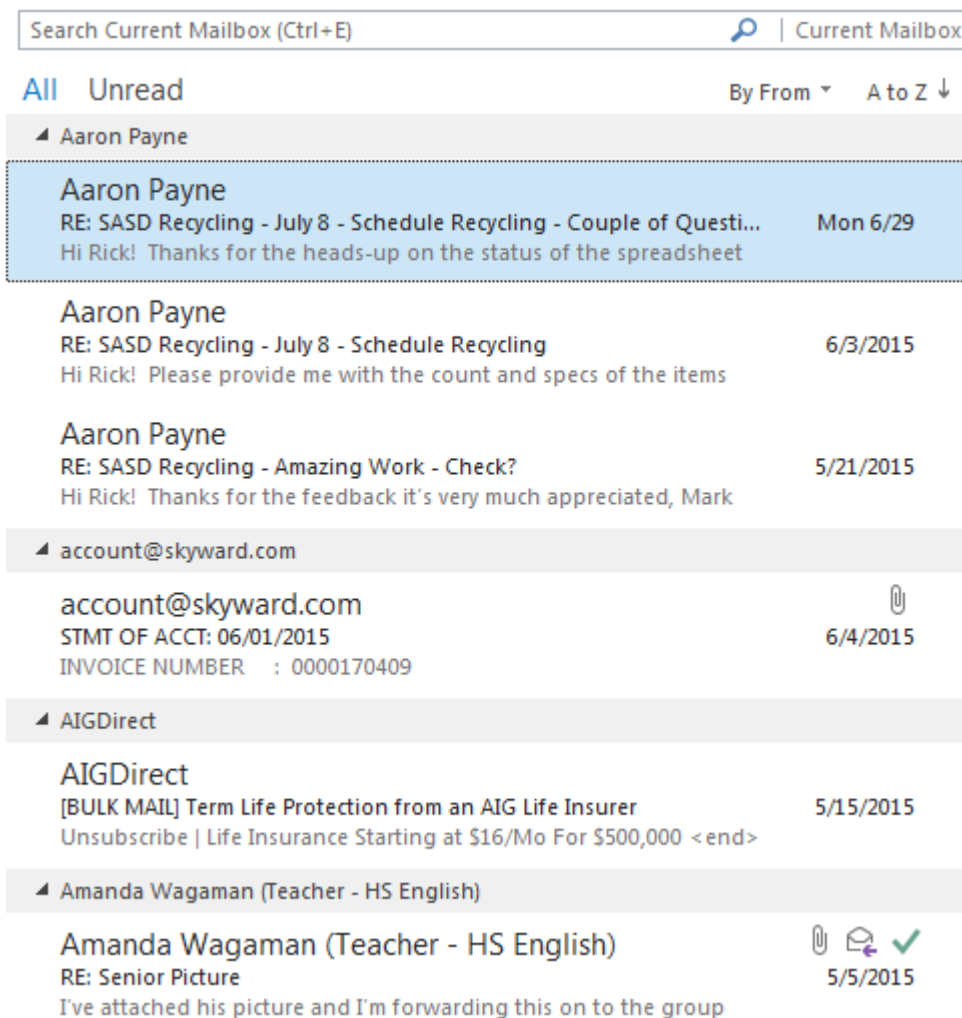
Purpose

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:



The screenshot shows an Outlook inbox with the following details:

- Search bar: Search Current Mailbox (Ctrl+E) | Current Mailbox
- Sort options: All Unread | By From ▾ | A to Z ↓
- Grouped by sender:

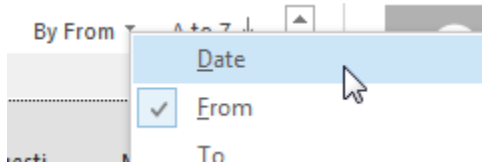
 - Aaron Payne**
 - Aaron Payne**
RE: SASD Recycling - July 8 - Schedule Recycling - Couple of Questi...
Hi Rick! Thanks for the heads-up on the status of the spreadsheet
Mon 6/29
 - Aaron Payne**
RE: SASD Recycling - July 8 - Schedule Recycling
Hi Rick! Please provide me with the count and specs of the items
6/3/2015
 - Aaron Payne**
RE: SASD Recycling - Amazing Work - Check?
Hi Rick! Thanks for the feedback it's very much appreciated, Mark
5/21/2015
 - account@skyward.com**
 - account@skyward.com**
STMT OF ACCT: 06/01/2015
INVOICE NUMBER : 0000170409
6/4/2015
 - AIGDirect**
 - AIGDirect**
[BULK MAIL] Term Life Protection from an AIG Life Insurer
Unsubscribe | Life Insurance Starting at \$16/Mo For \$500,000 <end>
5/15/2015
 - Amanda Wagaman (Teacher - HS English)**
 - Amanda Wagaman (Teacher - HS English)**
RE: Senior Picture
I've attached his picture and I'm forwarding this on to the group
5/5/2015

Let's say a person just sent you an email

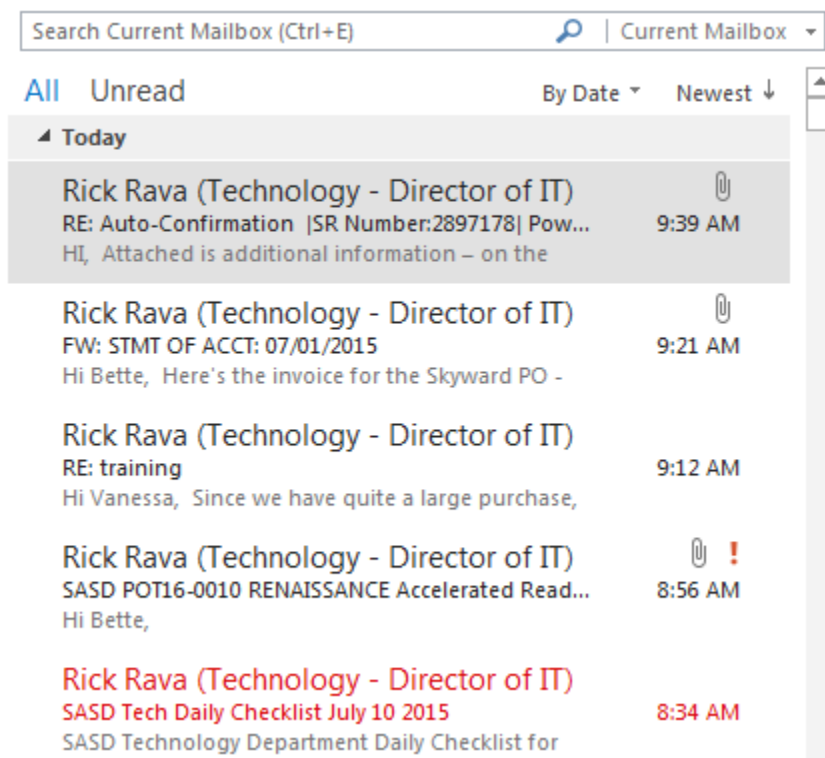
In the above example, the emails are sorted by From

Sample Solution

Change the By "From" to By "Date"



Select Date



Now the latest emails appear at the top of your inbox