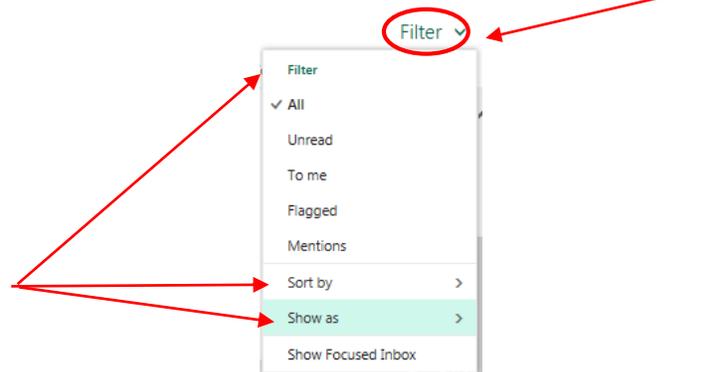




Change how mail is sorted

To change how the mail is sorted in any given folder, select the folder, and then expand “Filter”



A drop down box will appear, within this box will be three headings: Filter; Sort by; Show as

Select an option from under Filter; this will determine what mail will be viewed in this folder.

Select another option from under Sort by; this will define how the mailings to be listed will be sorted.

Finally select an option from under Show as; Conversations will list all related mail, that is original and replies, group together; Messages will list each one as it is received.