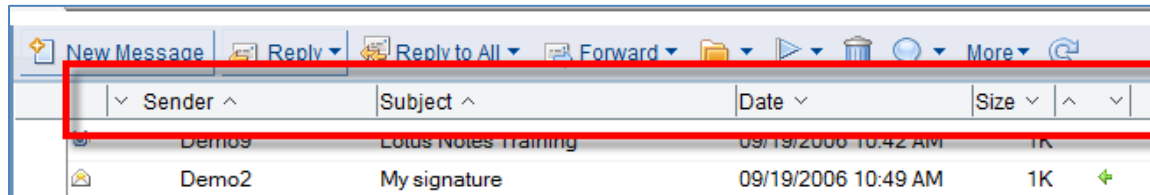


Sort and Search

You can sort messages in most Mail folders/views by clicking the arrow within the column header. The arrow will turn to a solid arrow indicating that the column is sorted. Remember to click the arrow again to return to the original sort order.

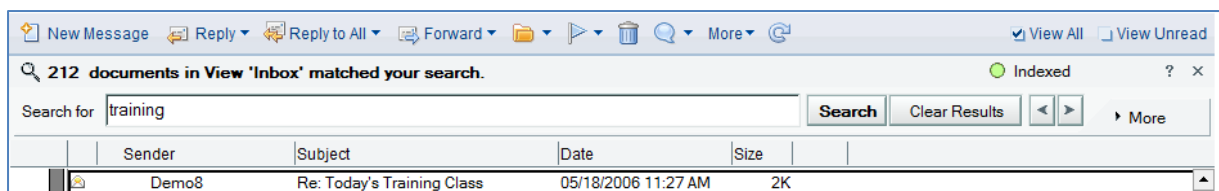


- By default the views are sorted by date with newer messages at the bottom. To reverse this sort, putting the new messages at the top, click the arrow in the **Date** column header.
- Click the arrow within the **Size** column header to sort your messages by size with the largest messages at the top. Use this when you've reached your mail quota and need to identify the largest messages so that you can delete them or archive them to free up storage space on the server.
- In the *Inbox*, the **Sender** column identifies who sent the message. In the *Sent* view the **Sender** column identifies the first name in the recipient list. Click the arrow within the **Sender** column header to sort your messages alphabetically by first name.
- Click the arrow within the **Subject** column header to in alphabetical order by Subject

Search



To search for a word or phrase in the Subject and text of all messages in a view, click the **Search** button on the toolbar and type a word or phrase in the search box.



Click **Clear Results** and delete the word or phrase out of the search box to return to the original view.

Click the **X** to close the search box.