

Add or remove columns in the Inbox

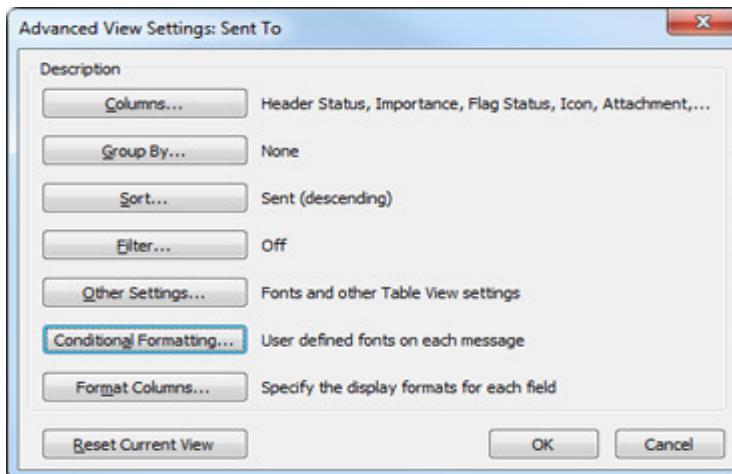
Applies To: Outlook 2016 Outlook 2013 Outlook 2010

You can add or remove columns in list views, such as the **Inbox** and other **Mail** folders, contact lists, or task lists.

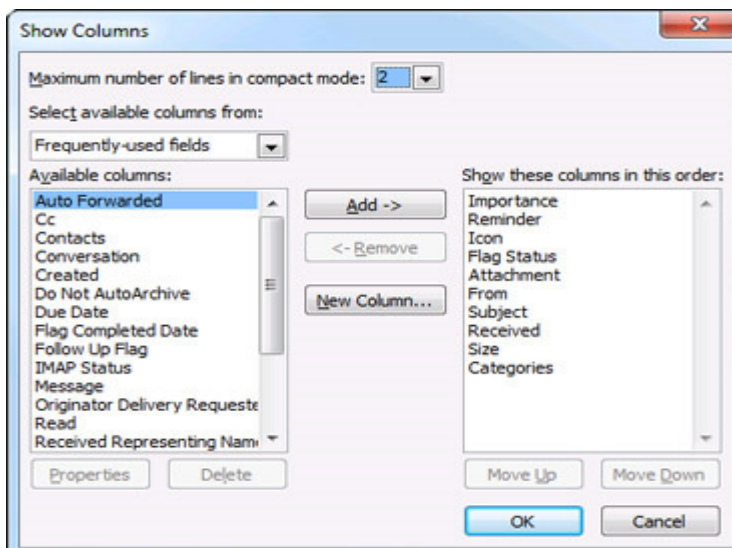
1. On the **View** tab, in the **Current View** group, click **View Settings**.



2. In the **Advanced View Settings** dialog box, click **Columns**.



3. In the **Show Columns** dialog box, in the **Available columns** list, click a column name, and then click **Add**.



If the column that you want is not in the **Available columns** list, click the **Select available columns from** box to see additional sets of columns.

To create a custom column, click **New Column**, enter a **Name** for the column, and then click the **Type** and **Format** of information that you want the column to display.

To remove a column, in the **Show these columns in this order** list, click a column name, and then click **Remove**.