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.

Description	
Columns	Header Status, Importance, Flag Status, Icon, Attachment,
Group By	None
Sort	Sent (descending)
Elter	Off
Other Settings	Fonts and other Table View settings
Conditional Formatting	User defined fonts on each message
Format Columns	Specify the display formats for each field
Reset Current View	OK Cancel

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

Maximum number of li Selec <u>t</u> available colum	and burners of	act mode: 2		
Frequently-used field	is 💌			
Available columns:			Show these colu	mns in this order
Auto Forwarded Cc Contacts Conversation Created Do Not AutoArchive Due Date Flag Completed Date Follow Up Flag IMAP Status Message Originator Delivery R Read Received Representia	equeste	Add -> <- Remove New Column	Importance Reminder Icon Flag Status Attachment From Subject Received Size Categories	~
Properties	Delete		Move Up	Move Down

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**.