

Sort Messages Using Multiple Criteria

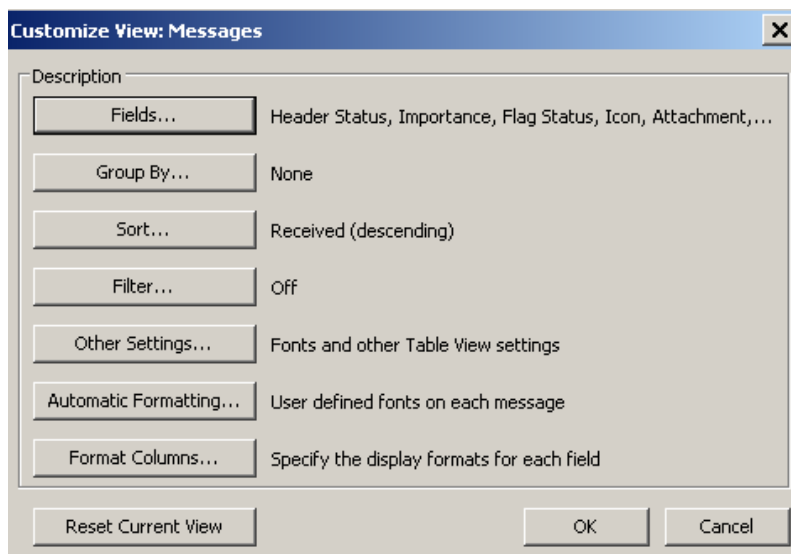
You are already familiar with the easiest way of organizing your Outlook items – sorting them by column header. There are other ways of organizing your Outlook items. **Sort criteria** are the categories which a list of Outlook items can be sorted. Criteria are usually specified by a field and sort order.

When a simple sort arranges the items in an order specified by one field and sorting order, a multiple-criteria sort arranges items based on more than one field. See below for examples of how you might sort your Inbox:

Sort Type	Example
Simple sort	Sort by sender
Two criteria sort	Sort by sender, then by date received
Three criteria sort	Sort by sender, then by date received, then by subject.

Sorting Messages Using Multiple Criteria

1. Display the folder where the messages you want to sort are located.
2. Display the Customize View: Messages dialog box:
 - Choose **View** → **Arrange By** → **Custom**.
 - Or, right-click a column heading and choose **Customize Current View**.



3. Click **Sort** to open the sort dialog box.
4. In the **Sort** dialog box, from the Sort Items by drop-down list, select the field to sort by.

Note: If the field you want is not in the sort items by drop-down list, you can use the select available fields from drop-down list to select additional fields.

5. Select either the **Ascending** or **Descending** sort option.
6. From the **Then By** drop-down list, select the second field to sort by.
7. Select either **Ascending** or **Descending** sort option.
8. If additional sort criteria is desired, repeat steps 6 through 7.
9. Click **OK** to close the Sort dialog box.
10. Click **OK** to close the dialog box and perform the sort.