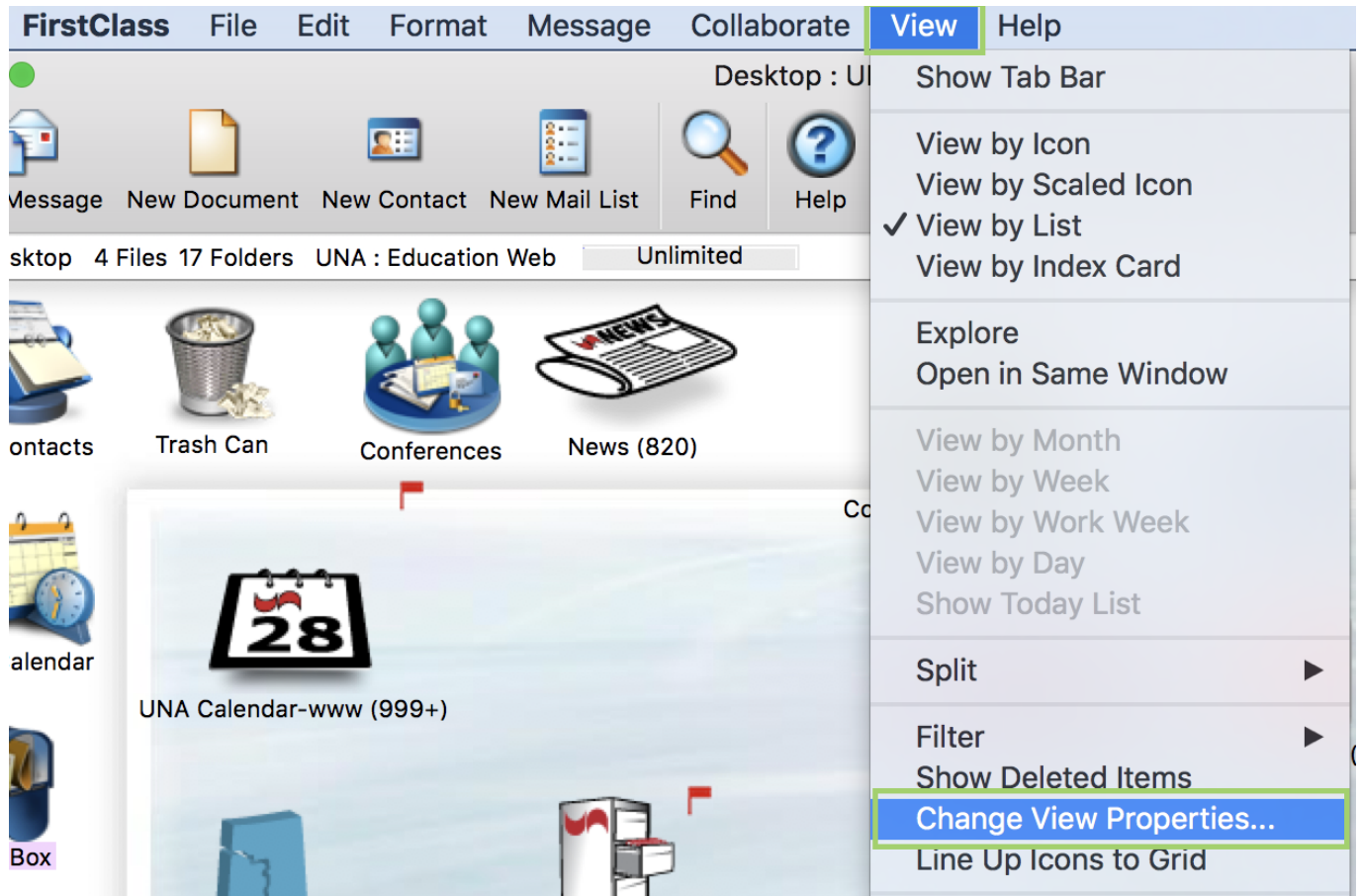


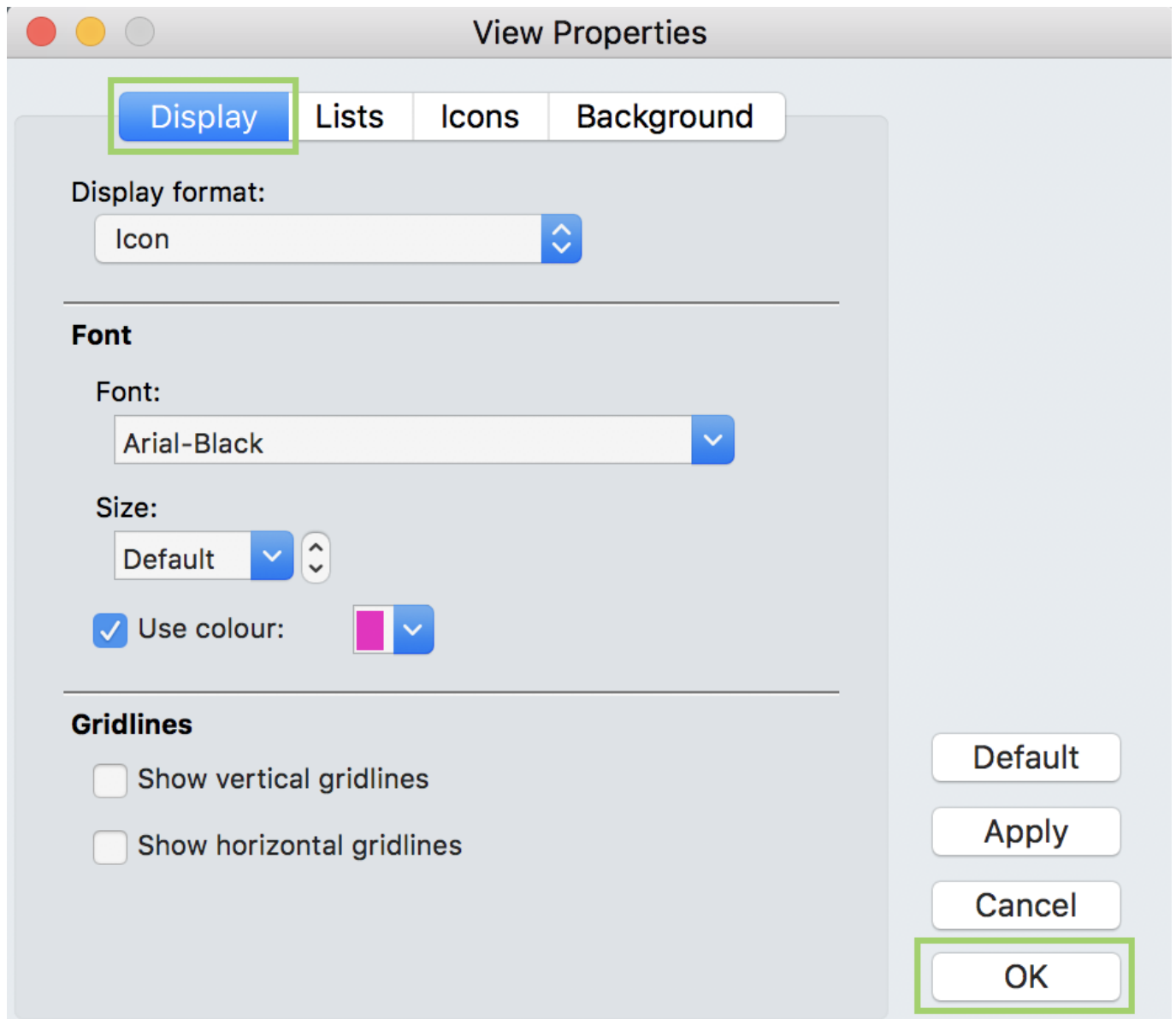
## Change View Properties:

The **Change View Properties** feature provides access to controls for **Display, Lists, Icons,** and **Backgrounds.**

Found under **View**, then click on **Change View Properties.**



**Display** allows for personalization of the way the email messages are seen. The **Font** can be changed; the color of text can be changed by using the drop down menus. Once the changes have been selected click on **OK**.



**Lists** allows for the the setting for **Sorting, Grouping** and **Appearance**. Changing the sort for a particular purpose is helpful. The sort might be left on **Date Modified** for most work, placing messages from newest to oldest. But if you need to locate a particular message from a particular person, change the sort to **Name**. Messages are now displayed alphabetically by first name. **Grouping** is a setting that groups messages together by Flag, Subject, Size etc. When messages are grouped, sorting by date or name is extremely messy and often useless. For most users, the best option is to **Group by Subject**. **Do Not set the Collapse all groups as you will hide messages**. **Appearance** is how you see the column Titles.

# View Properties

Display

Lists

Icons

Background

## Sorting

Sort on:

Last Modified

Reverse sort

## Grouping

Group on:

None

Collapse all groups

## Appearance

Show column titles

Show row numbers

Variable height rows

Default

Apply

Cancel

OK