

Modifying the List Layout

The message list box, displayed when you consult a folder, outlines information relevant to the selected message. Information such as the sender's name, date received, subject and number of attachments are displayed in the default list layout.

Column's Definition

| Available Columns | Column's Title | Column's Width |
|-------------------|----------------|----------------|
| Status | | |
| From | | |
| Date | | |
| Subject | | |
| All | | |
| Importance | | |
| Sensitivity | | |
| Forwarded | | |

Column's Modification

| | Status | From | Date | Subject | All |
|---|---------|------|------|---------|-----|
| 1 | Status | From | Date | Subject | All |
| 2 | From | From | Date | Subject | All |
| 3 | Date | From | Date | Subject | All |
| 4 | Subject | From | Date | Subject | All |
| 5 | All | From | Date | Subject | All |

List Preview

| Status | From | Date | Subject | All |
|---------|------|---------|---------|-------|
| Field 2 | | Field 3 | Field 4 | Field |

Method

To modify the List Layout:

1. Open the desired folder.
2. Click on **OPTIONS** in the Menu Bar.
3. Click on the **LIST LAYOUT** option.
4. Select the Field you wish to modify (i.e. Subject)
5. Change the Title or Width, click on **MODIFY**.
6. Repeat steps 4 and 5 for any field you wish to change.
7. Click on **OK**.

To remove a column:

1. Select the Field you wish to remove.
2. Click on **DELETE**.
3. Click on **OK**.

To add a column:

1. Select a title from the **AVAILABLE COLUMNS** list.
2. Confirm the Title and Width.
3. Click on **ADD**.
4. Click on **OK**.