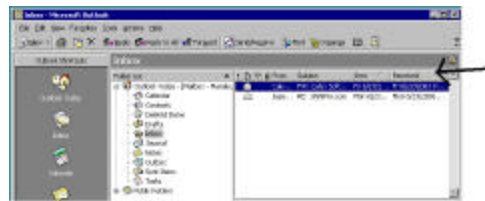
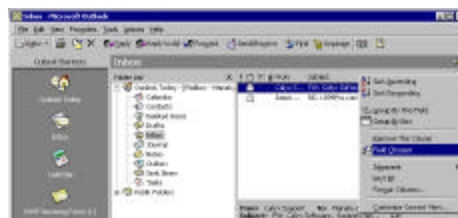


## Customizing Outlook by using Field Chooser

**Step 1:** In Microsoft Outlook, find the fields above the main window. Typical fields include: **From, Subject, and Received.**



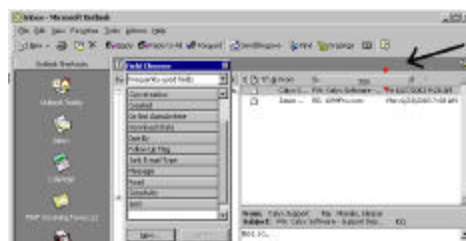
**Step 2:** To get a list of possible fields to add to the menu, **Right Click** on any of the field headers and go to **Field Chooser**.



**Step 3:** A window will appear that lists all of the possible field headers you can choose.



Select the field you want to add to the headers by **Clicking and Holding Down** the **Left Mouse Button**. Then drag it and drop it anywhere on the header menu by releasing the mouse button. A new column will appear on the main screen



To remove any field headers, **Right Click** the field and select **Remove this Column**. Once you have the fields you want, close the Field Chooser window by clicking the **x** located at the upper right-hand corner of the window.

After you've selected the headers that you want, by clicking on any of the headers, Outlook can sort by that column.