

Adding Fields to a View in Outlook 2010

Follow these steps to add additional columns in your View Pane.

Go to **View > View Settings**

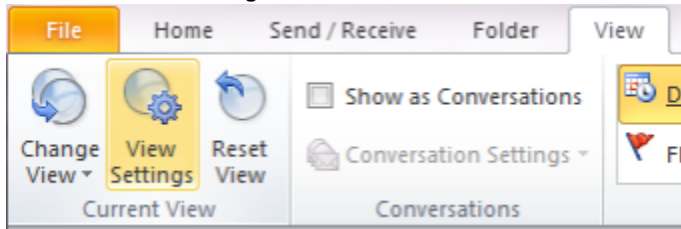


Figure 1: Outlook View Ribbon, View settings command

Click **Columns**

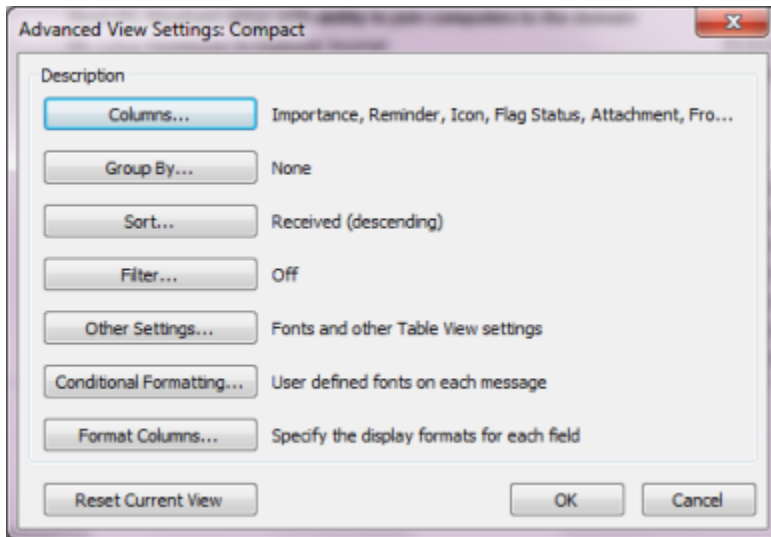


Figure 2: Columns button within View settings

You are now able to select the addition Fields to be displayed in the default view. You are also able to remove unwanted fields from your view from within this screen

Choose the field (s) you wish to add and click the **Add** button

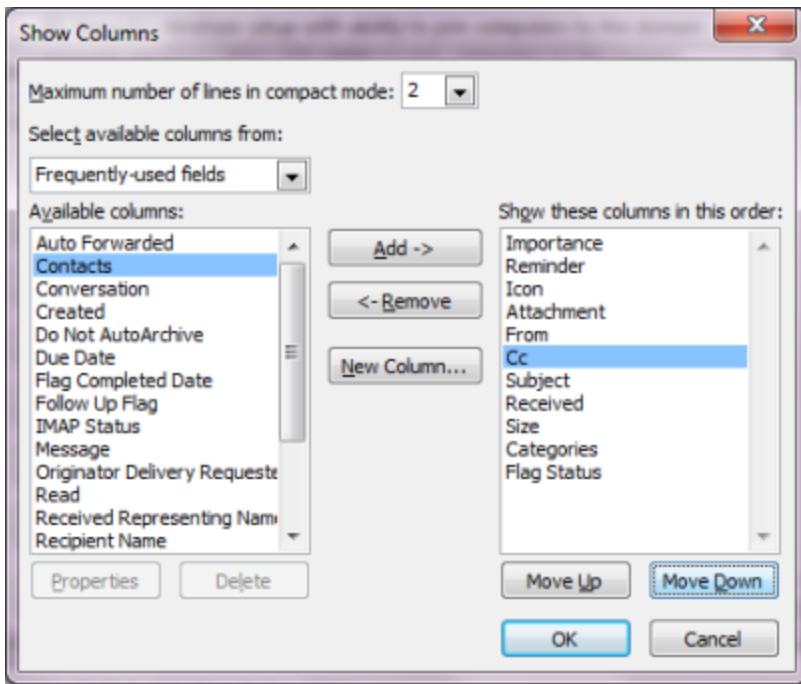


Figure 3: Adding columns within view settings

In this example the CC field has been added to the default view. You will now see the **CC** column in your **Navigation Pane**:

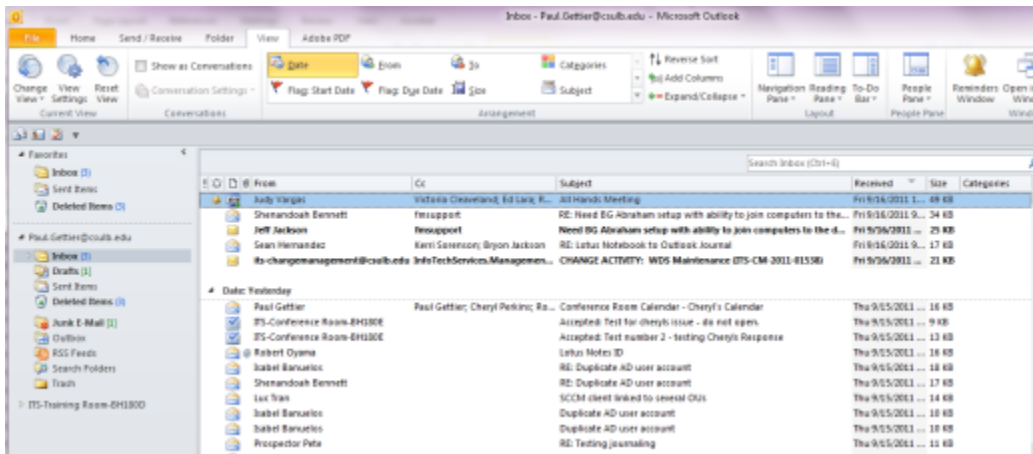


Figure 4: Newly customized view