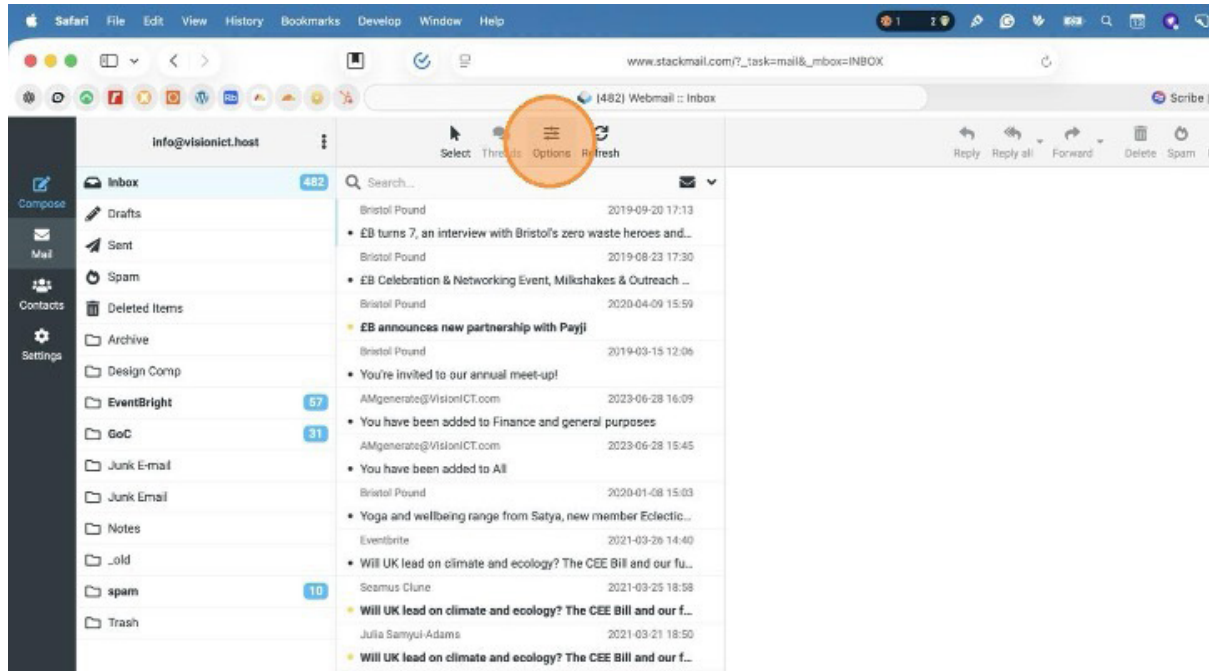


Organising your Inbox (show newest emails first)

This guide will help you organise your inbox so that your newest emails appear at the top.
This makes it easier to keep track of recent messages and stay on top of your communications.

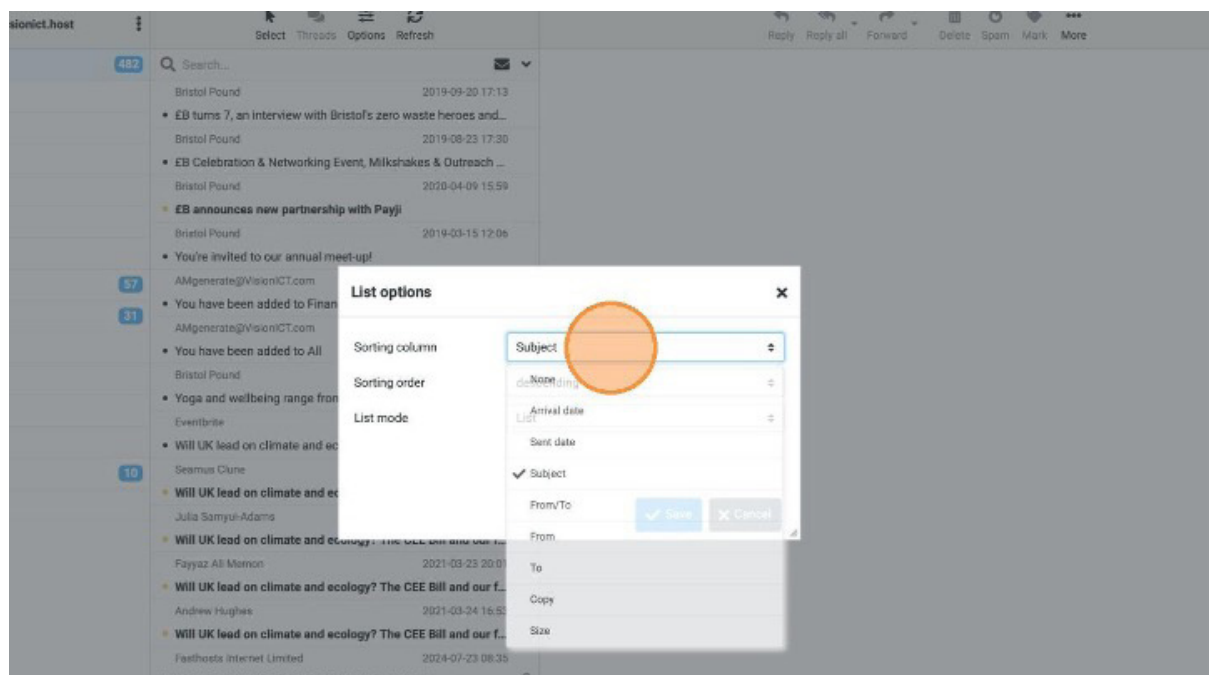
Step 1 - Open Settings

— In webmail, click on **Options** to open your message list display and sorting settings.



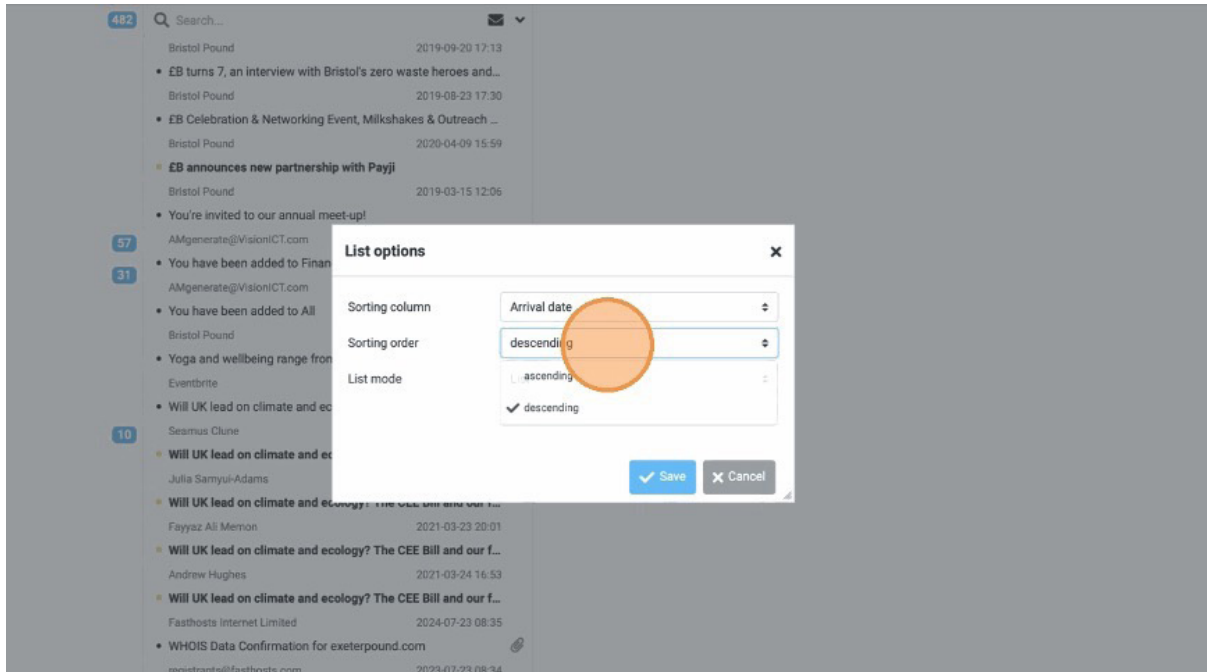
Step 2 - Choose Sorting Column

— Find the **Sorting column** dropdown menu and select **Arrival Date**. This ensures your emails are organised by when they arrive.



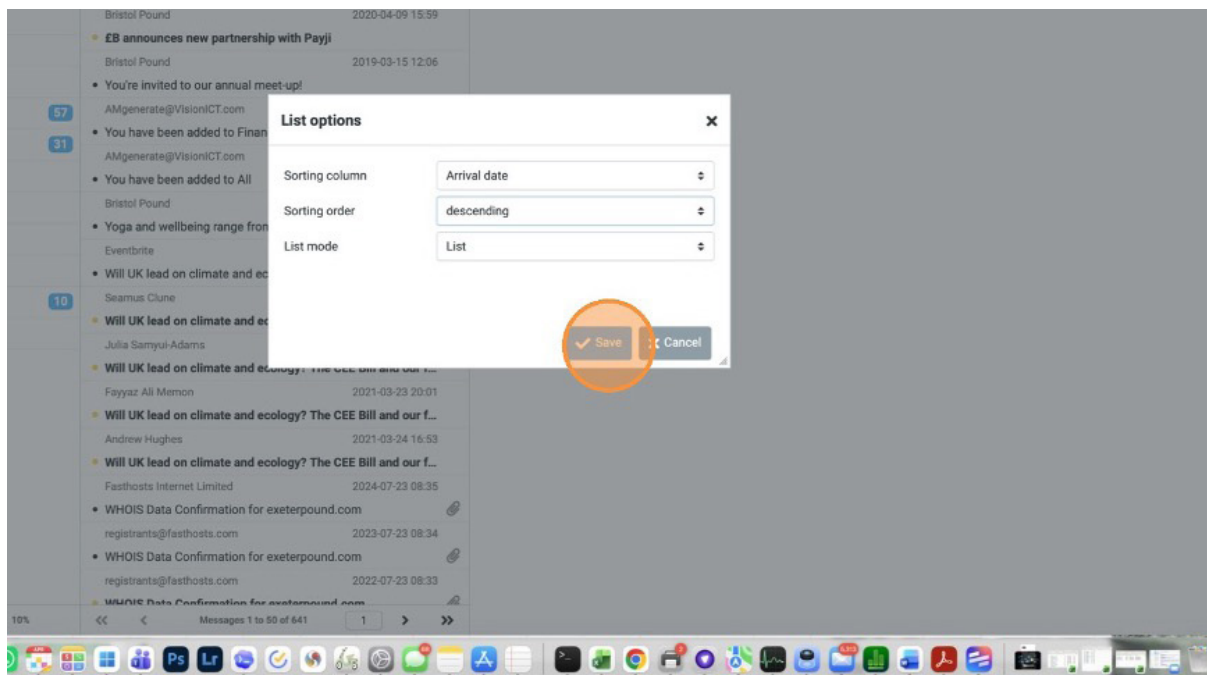
Step 3 - Set Sorting Order

- Select **Descending** as the sorting order. This places the newest emails at the top of your inbox.



Step 4 - Save your Changes

- Click **Save** to apply your new settings.



Result

- Your inbox will now display the most recent emails first, helping you quickly see and respond to new messages.