

# How to sort your Deleted Items by Deletion (Modified) Date

- Right-click on the column headings of your Deleted Items
- Select "Field Chooser"
- There is a drop down list at the top of this box – Select: "All Mail Fields"
- Find "Modified" in the list
- Click on it and drag it to your Deleted items column headings

The screenshot shows the Outlook Deleted Items folder with a list of emails. The column headings are From, Subject, and Received. A 'Field Chooser' dialog box is open, showing a list of fields. The 'All Mail fields' dropdown is selected, and 'Modified' is highlighted in the list. A red box labeled 'Click and drag' points to the 'Modified' field. Another red box labeled 'Drop down list' points to the 'All Mail fields' dropdown. A third red box labeled 'Column Headings' points to the 'Subject' and 'Received' headers.

From	Subject	Received
Rotter Susan D	RE: Adding to GMEC Attendance	Tue 3/11/2014 7:...
Inside UW-Madison	Rooftop views; grad program rankings; how to catch a liar	Tue 3/11/2014 8:...
Grosch Michelle M	[gme.com] FW: 2015 US News rankings out	Tue 3/11/2014 8:...
Grosch Michelle M	FW: Voice Message from Outside Caller 9252256997	Tue 3/11/2014 7:...
Anca Popovici   RES Software	[res.staff] FW: 2015 US News rankings out	Tue 3/11/2014 8:...
Chris Graham at VMTurbo	Beyond the Enterprise App Store	2014 8:...
Polycom Inc.	Whitepaper: Successfully Virtualizing	2014 8:...
Assistant Vice Chancellor Ruby Paredes	5,000 professionals told us how they	2014 8:...
info@sodakun.com	Call for Nominations: 2014 Outstandi	/2014 ...
Office of the Provost	Paid To Drive!!!	/2014 ...
Picture.com	Invitation to Apply for Igniter Funds	/2014 ...
Juedes Shane D	It's MADNESS! Take All Unfr	2014 4:...
New Innovations	Change Review Te s - 2014	/2014 3...
New Innovations	IRIS Generate Pro s	/2014 ...
New Innovations	IRIS 701 Resolutio Success	/2014 ...
New Innovations	IRIS Generate Process - Success	/2014 ...
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New Innovations	IRIS Generate Process - Success	/2014 ...
Wise Spencer D	Package For You at Reception	Mon 3/10/2014 3...