

## AOL Email Sorting

### **AOL sorting email by date received:**

To select to have latest mail or oldest email at the top of the unread email,  
Click Mail OPTIONS button just above the New Mail tab and at the right side of the screen.  
Click SET MAIL PREFERENCES  
In the SORT MAIL box, click the down arrow and make your selection.  
Click SAVE.

On the Email page, click the DATE title in the 2<sup>nd</sup> column to switch from newest to oldest. Click it again to reverse the DATE list.

### **AOL sorting of new email by Sender:**

Click the SHOW ME MAIL button at the top right on the New Mail screen.  
Select to read either EVERYONE, PEOPLE I KNOW, BULK MAIL OR UNKNOWN  
The grouping of these emails allows for faster response times to important email.

On the Email page, click the email address to alphabetize from A-Z, click again to alphabetize screen names from Z-A.

AOL Alerts may be set to alert you when you receive email from specified AOL screen names or emails with specified Subjects.

Click Mail Options button just above the New Mail and to the right side of screen.  
Click CREATE ALERTS and follow instructions given.

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