

Outlook How To

Add the From Column



Adding a “From” Column to your Outlook

Disclosure: Please use these instructions at your own risk. All systems are different and we cannot be responsible for your systems or any changes you make on your systems.

Adding this column will mark the “From” address “Internal” if it really is an internal sender or will put the real email in the column. You may have to change your view to be able to get the full benefit of the column.

**** NOTE: copy and paste the formula in step 6 before starting. ****

AND, when pasting the formula, use “ctrl-V” after copying – the right click and paste option won’t be there.

Also note: If users have compact view or preview turned on, when adding the column, make sure to display 3 instead of 2 columns

9 or increment current number by 1 when opening the New Column below.

1. Under View tab (in Outlook), choose View Settings
2. Choose Columns
3. Choose New Column
4. Put Name as "From Address - Make Sure to Verify"
5. Change Type to Formula
6. Put the following formula into the Formula field:
`IIf(Left([SearchFromEmail],2)="/O", "<Internal>", [SearchFromEmail])`
7. The new column will now appear on the left side, so move it to the right side, immediately after From
8. Once view on outlook is updated, expand the new column
9. Once in place, go back to View, Change View, and either
 - a. Save View as New View and apply it to all folders, or
 - b. Apply Current View to other Mail Folders. Choose Inbox and apply to sub folders

NOTE: Step 9 seems to be different on different versions, so however you save a view to subfolders, please do that.

This may be different on your system depending on your email provider.

- Once you add the column, the system will make emails that are sent within your company, to show as “<internal>” instead of showing the real from email address.

Recommendation: Do not remove the current “From” column. With this new column being a custom column with a formula, you won’t be able to sort on it, so I would definitely keep the “From” column to avoid frustrations.