

Microsoft 365

Set View for All Folders in Outlook 2013/2016

Use these instructions to apply the current view to all folders.

1. In Outlook, click the **View** tab.
2. In the View menu, click the **Change View** drop-down menu.
3. From the Change View drop-down menu, click the **Apply Current View to Other Mail Folders...** option.
4. Select specific folders to apply the view or select the **Apply view to subfolders** check box to apply the view to all subfolders, then click **OK**.

Another method is to reset the views completely, by running:

outlook.exe /cleanviews

Unique solution ID: #1099

Author: n/a

Last update: 2021-06-03 10:04