

# 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**

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