

# Outlook

## Viewing Modified Dates

# What do I need to do to view the Modified Date column?

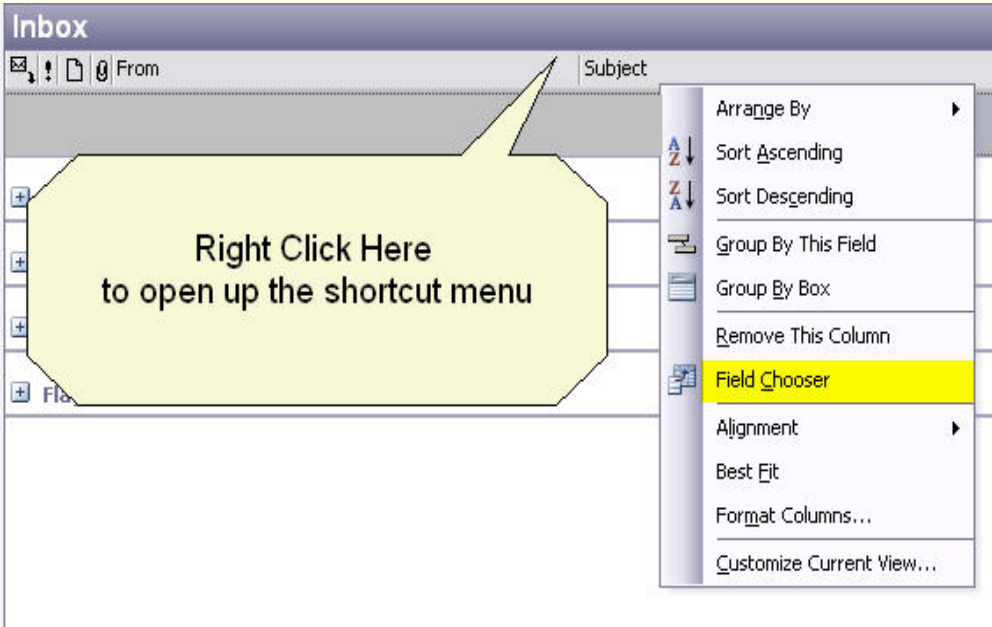
The *modified date* is the last date your mail items were changed by one or more of the following actions:

- Forwarding or replying
- Editing or saving
- Moving or copying

- Start the Outlook Client
- Add Modified Date Column
- Repeat for all folders

# Add Modified Date column

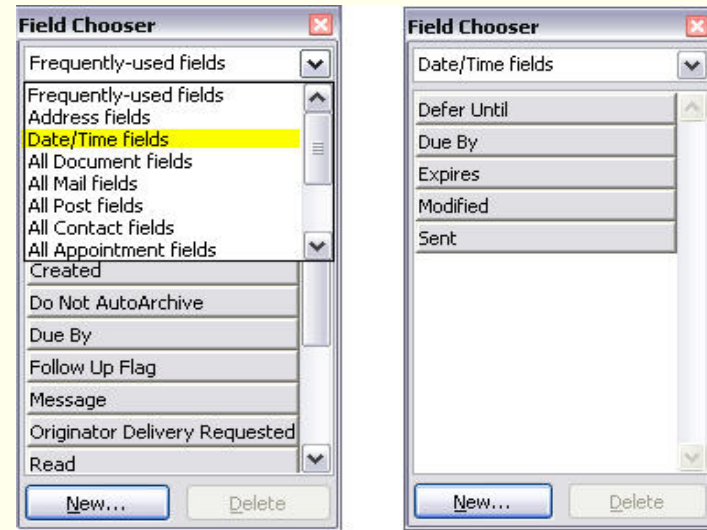
**Step 1:** Right click the column headers and select “Field Chooser”



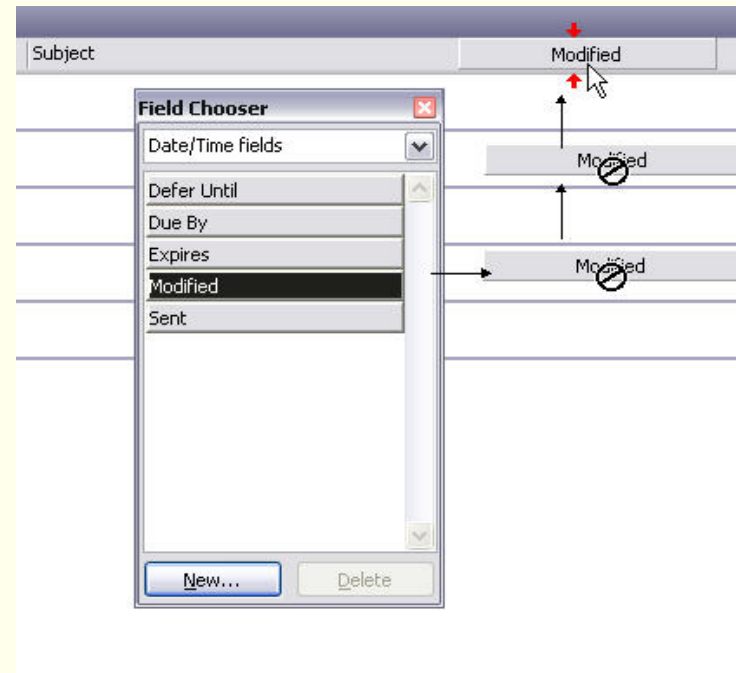
**Step 2:** Click the drop-down arrow on the Field Chooser box



**Step 3:** Select “Date/Time fields” from the drop down menu in “Field Chooser”



**Step 4:** Drag and drop the “Modified” field into the column headers



**Step 5:** Close the “Field Chooser”

You have completed adding the Modified Date column to your folder view.

If you have any questions please contact the TCC at  
312-362-8765 or x2-8765