

## Disable Group Views

So you don't like the new grouping views in Outlook? While I recommend you give yourself two weeks to get used to the new interface before making changes, it is possible to turn off some of the new interface features in Outlook 2003.

Before starting to customize the view, you need to make sure you've removed all previous customizations on all folders that use the view. To do this, go to Start menu, Run, and type

***outlook.exe /cleanviews***

This will delete *\*all\** custom views you have, but is a necessary step to insure the changes to the view apply to all folders.



([i/groupi2.jpg](#)) Next, find the Define views menu. Look on the Advanced toolbar, at the bottom of the Current views drop down command or browse to the View, Arrange by, Current view menu to find it.

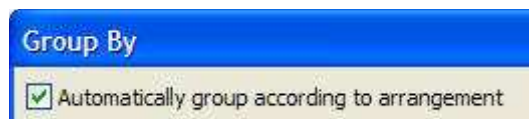


Select the view *\*by name\**, not using <Current View Settings>, otherwise, the view will apply only to the currently selected folder. (When you click on Arrange by and Customize... only the view for the current folder is edited.)

View Name	Can Be Used On	View Type
<Current View Settings>	All Mail and Post folders	Table
SQL - CWA	This Folder	Table
SQL - last for EMO	This Folder	Table
Messages	All Mail and Post folders	Table
Messages with AutoPreview	All Mail and Post folders	Table
Last Seven Days	All Mail and Post folders	Table
Unread Messages in This Folder	All Mail and Post folders	Table
Sent To	All Mail and Post folders	Table
Message Timeline	All Mail and Post folders	Timeline

Click Modify button to open the Customize view dialog, then Group button.

Uncheck Automatically group according to arrangement and Ok your way back to the view. Grouping is now disabled for this view. Repeat for each named view that you want to edit.



To enable grouping on a folder, click on the row of field names at the top of the message list and choose Show in groups from the bottom of the menu. (This will enable only for the current folder.)

You can use this method to change a default view for each folder using the view. Because Outlook often creates 'one-off' views when you change a current view, you need to use cleanviews to remove all custom views before starting.

You may need to apply a different view to a folder then apply this one for it to take affect.

For more information on restoring the classic interface, see [Managing the Outlook 2003 Interface](http://www.slipstick.com/outlook/ol2003/interface.htm#classic) (<http://www.slipstick.com/outlook/ol2003/interface.htm#classic>)