

All Mail and Unread Mail tab options no longer show in Outlook [WORKAROUND]

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ISSUE

You may notice that **All**, **Unread**, **Mentioned** and other sort and filtering options, such as **By date**, and **Newest** are missing in Outlook above your email list.



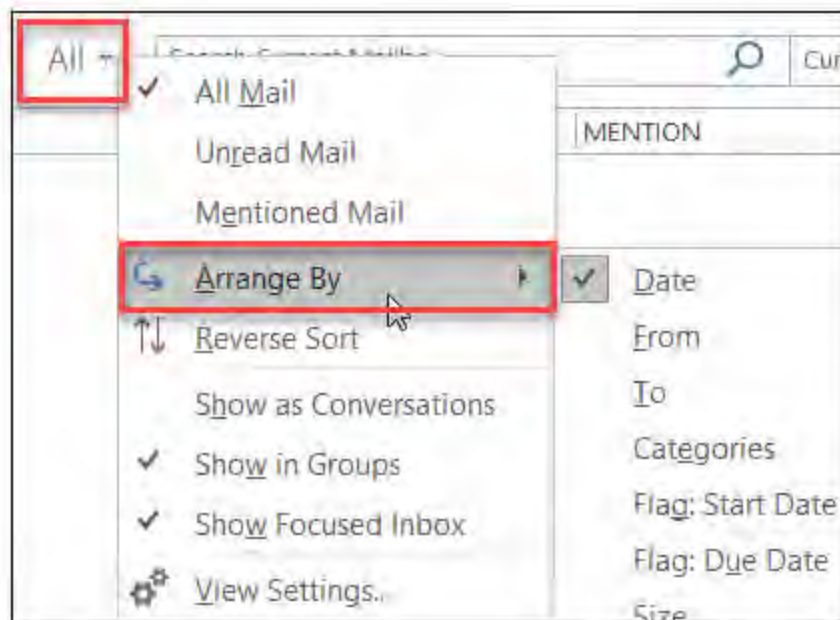
If your Outlook version is 1703 (Build 7967.2161) or higher, the filters and sort options were moved under the **All** drop down menu, to accommodate space for the new **Focused** inbox.

Note: If you don't know your Outlook version, go to **File > Office Account > About Outlook** to check your Outlook version.



How to filter and sort your mail

To sort your emails by **Unread**, **Mentioned** or use other filters, select the **All** button and choose one of the options. You can also select **Arrange By** and then pick one of the options such as **Date**, **From**, etc.



Another option is to use the **Filter Email** button on the ribbon. For more information, see [Filter email messages](#).

Note that you can quickly tell how your mail is currently sorted, by the presence of a small triangle on the field headers.

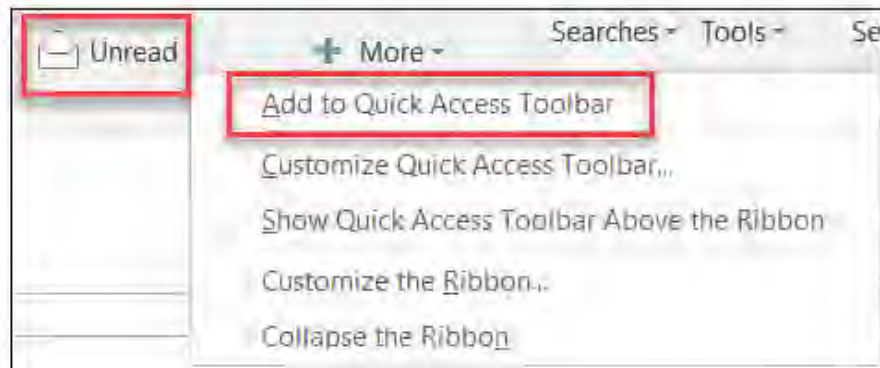


Use the Quick Access Toolbar

To access the filtering options faster, add them to your **Quick Access Toolbar**.

For example, to add **Unread** to the Quick Access Toolbar:

1. Click anywhere in the **Search** box.
2. When the **Search** tab commands become available on the toolbar, right-click the **Unread** icon, and then select **Add to Quick Access Toolbar**.



To add **Arrange by** to your **Quick Access Toolbar**, you need to add it to the ribbon first:

1. Right click the Ribbon and click **Customize the Ribbon**.
2. Under the Customize the Ribbon **Main Tabs**, click the **Home (Mail) > New Group**.
3. Select **Rename**, and rename the new group to *Arrange*.
4. In the **Choose commands from** column, select **All Commands**.
5. Scroll down to **Arrange By**, select the third **Arrange By** and click **Add**.
6. Click the name of the new group (Arrange By) under **Customize the Ribbon**, and click the **UP** arrow to move it under the **Respond** group. You can change this later if you want to move it somewhere else.
7. Click **OK**. This will add the new group on the Ribbon.
8. To add **Arrange by** to your **Quick Access Toolbar**, right click on the new **Arrange By** button and click **Add to Quick Access Toolbar**.

For more information, see [Add a command to the Quick Access Toolbar](#)

There is currently no option to revert to the prior behavior, but we would love to hear your feedback to help us with future designs. Please visit the [Outlook User Voice](#) page, and let us know what you think of these options.

References:

<https://support.office.com/en-us/article/Fixes-or-workarounds-for-recent-issues-in-Outlook-for-Windows-ecf61305-f84f-4e13-bb73-95a214ac1230?ui=en-US&rs=en-US&ad=US>

<https://community.spiceworks.com/topic/1989048-missing-bar-in-outlook-2016?page=4>