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## How to set view for all folders in Outlook 2013/2016

Burner EOAS - 2024-04-26 - Comments (4) - Email, calendar, and contacts

### Apply Current View to Other Mail 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. From here, you may 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**.



### Reset All Views to Default

If the view is still not applied to a desired folder, the individual folder was most likely set to a custom view previously. To correct this action, reset the view settings of all Outlook folders back to the default setting by launching Outlook with the *cleanviews* switch.

1. Ensure Outlook is closed.
2. From the Run command (Windows Key + R), type **outlook.exe /cleanviews**

and click **OK**.



3. Outlook will open and all view settings will be set to default.

Comments (4)

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Comments (4)

DV **Dakota Vaughn**

3 years ago

THANK YOU! This is the only tutorial that has actually addressed the root of my problem!!

MO **Mari Olsen**

3 years ago

This solution does not apply to all 'New' folders and subfolders, as I expected it would.

AP **Adela Pizar**

1 year ago

Help please? I followed instructins and got "Cannot Start MS OUTLOOK. The command line argument is not valid. Verify the switch you are using". Does anyone here know what this answer mean? I had gotten it by Start + R and typed "outlook.exe /cleanviews and click".

What I am trying to get is the default MS Outlook Inbox page which is all out of order. Anyone here could help me please? Anticipating myBIG THANKS!

AP **Adela Pizar**

1 year ago

Thank you very much but using:

"Apply Current View to Other Mail Folder"

under "Change View" it made my Inbox look as bad as I have it now which is not complete or correct. I want to change it as it was before or Deftault. Thanks anyway.