



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

Burner EOAS - 2025-03-17 - 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.