

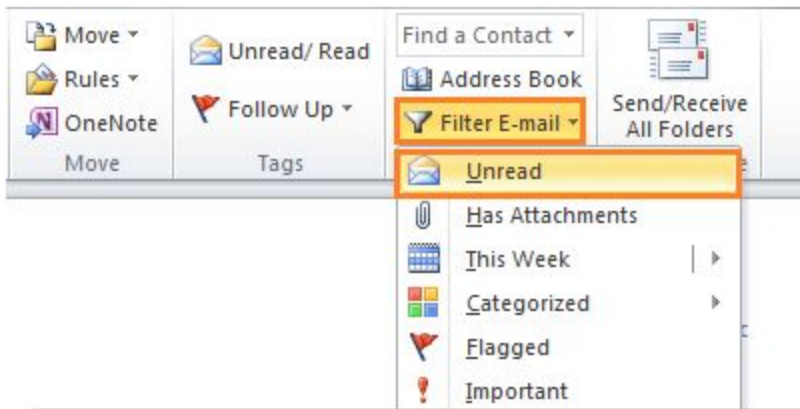
# How to view only unread messages in Outlook?

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## ▶ Temporary view only unread messages in Outlook

This section will show you how to temporary view only unread message in Outlook. Please do as follows.

1. Get into the mail folder which you want to temporary view only the unread messages (Usually you would click on **Inbox** in the left menu, if your mail isn't separated into folders)
2. In Outlook 2010 and 2013, click **Filter E-mail > Unread** under **Home** tab. See screenshot:



3. After clicking **Unread**, all unread email messages are filtered and listed in the Mail List of your selected folder at once.