Editing “View” setting in Microsoft Outlook 2010

1) Go to “View” tab
2) Expand the “Arrangement” group

3) Select “View Settings”
4) Select “Columns” from the “Advanced View Settings: Compact” box
5) Under “Available columns” select “Received” and click “Add ->”
6) Click “OK” on the “Show Columns” box
7) Click “OK” on the “Advanced View Settings: Compact” box