

DID YOU KNOW?

How to Use Conversation Clean-up in MS Outlook

You might know a Conversation by the term email thread. A Conversation is the complete chain of email messages from the first message through all responses. The messages of a Conversation have the same subject. Conversation Clean Up evaluates the contents of each message in the Conversation. If a message is completely contained within one of the replies, the previous message is deleted.

1. On the Home tab, in the Delete group, click Clean Up.



2. Click one of the following:
 - **Clean Up Conversation** The current Conversation is reviewed, and redundant messages are deleted.
 - **Clean Up Folder** All Conversations in the selected folder are reviewed, and redundant messages are deleted.
 - **Clean Up Folder & Subfolders** All Conversations in the selected folder and any folder that it contains are reviewed, and redundant messages are deleted.

THANK YOU