



# Quick Reference Guide 5

## Outlook 2013 for Windows

### Mail Clean Up Tools



#### Use Outlook 2013 Clean Up Tools

A conversation or e-mail thread is a chain of e-mail messages with the same subject. Any messages that are duplicated within a later message are considered redundant. **Conversation Clean Up** evaluates each message in a conversation or message thread. Any messages duplicated within a later message are moved to the **Deleted Items** folder. This clean up can be performed on your inbox, a specific mail folder alone or a folder with its subfolders.

#### View E-mail Conversations

1. Display the folder containing the conversations to be viewed.
2. Click the **View Tab | Show as Conversations**. You will be prompted to apply the view to **All mailboxes, This folders** or to **Cancel**.
3. Select the appropriate action. The folder(s) display with **triangle** icons beside the most recent message and all previous messages are grouped below it regardless of the folder they are in.



#### Clean Up by Conversation

1. Highlight the latest message in a conversation.
2. Click the **Home Tab | Clean Up drop-down arrow | Clean Up Conversation**. Or Right-click on the message and select **Clean Up Conversation**. The *Clean Up Conversation* dialog box displays (shown right).

You can access the *Clean Up Options* by clicking *Settings* on the *Clean Up Conversation* dialog box.

3. Click **Clean Up**. You will be prompted that all redundant messages in this conversation will be moved to the **Deleted Items** folder.
4. Click **OK**. Any messages that are duplicated within a later message will be deleted.



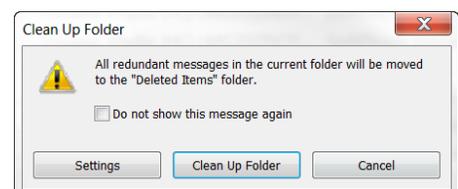
#### Clean Up by Folder

1. Click the **Home Tab | Clean Up drop-down arrow | Clean Up Folder** or **Clean Up Folder and its Subfolders**. The *Clean Up Folder* dialog box displays.

You can access the *Clean Up options* by clicking *Settings* on the *Clean Up Folder* dialog box.

2. Click **Clean Up Folder**. You will be prompted that the action will be applied to the specific folder or to the folder and its subfolders.
3. Click **OK**.

Any messages that are duplicated within a later message will be deleted.



For software training, contact the Computer Training Center (CTC) at 358-1111 or visit the CTC Web site at <http://itcd.hq.nasa.gov/ctc>.

### Conversation Clean Up Options

1. To access the options, click **Settings** on the **Clean Up** dialog box.
2. OR do the following:
  - a. Click the **File Tab | Options | Mail**. Scroll down to the **Conversation Clean Up** option settings (shown right).
  - b. Click **Browse** to select the folder for cleaned-up items to be moved to.
3. Select from the additional options below:
  - Enable/disable **When cleaning sub-folders, recreate the folder hierarchy in the destination folder**.
  - Enable/disable **Don't move unread messages** by clicking the checkbox.
  - Enable/disable **Don't move categorized messages** by clicking the checkbox.
  - Enable/disable **Don't move flagged messages** by clicking the checkbox.
  - Enable/disable **Don't move digitally-signed messages** by clicking the checkbox.
  - Enable/disable **When a reply modifies a message don't move the original** by clicking the checkbox.
4. Make your setting selections and click **OK**.

