



Quick Reference Guide 5

Outlook 2010 for Windows

Mail Clean Up Tools



Use Outlook 2010 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 folders or this individual folder.
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.

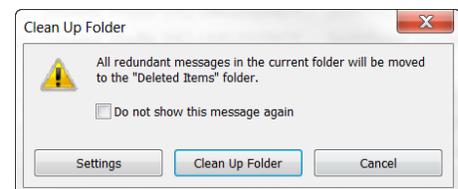


Clean Up by Folder

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.
 - 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**.

