PRODUCTIV

For Internal Use Only

Finding Related Messages in Outlook

There are times when you have tons of emails to read, you want to check first if there are other related emails that you can refer to before replying. You may also want to know what started the conversation.

<u>Click here</u> to learn how Outlook can help you find related emails quickly.

> Prepared by Information Security and IT Governance Division of ICT. ProductivI.T.y showcases tips & tricks on various office and branch applications.

Outlook

Finding Related Emails in Outlook

To find all the related emails of an email,

- 1. Select a message from the Reading Pane, then Right-click.
- 2. From the Menu, select Find All, then select Related Messages... .



	Messages: Advanced - Advanced Find <u>File Edit View T</u> ools
	Look for: Messages In: Inbox;Sent Items;FGP_DEC2012 Browse
	Messages More Choices Advanced Find Now
	Search for the word(s): In: subject field only New Search
	From
	Sent To
	Where I am: the only person on the To line
	3
	t △ 0 From Subject Recei Si Categ In Folder ♥ ▲
	Mo RE: My Link 3 - List of Contrib Thu 6 5 Inbox
	Ray RE: My Link 3 - List of Contrib Thu 6 4 Inbox
	Ray My Link 3 - List of Contributors Thu 6 2 Inbox
	5 Items
4.	Select and Double-click a message to open the related email.
You	can also sort the emails in your Inbox to find related emails. To sort emails,
5. Se Example: Cli	lect and click the Column Heading where grouping will be based. cking the Subject column heading will group your emails by subject.

125 U Ø From	Subject 🔺 💙	Received	Size	7 4
📄 🖉 Jonathan M. Casinsinan	RE: Host File	Wed 5/15/2013 11:11 AM	32 KB	Ŷ
Subject: iClick Databases per PROD) Server (1 item, 1 unread)			
🖂 🕘 Rachell M. Rivera	iClick Databases per PROD Server	Sat 5/4/2013 5:00 PM	463 KB	8
	C items)			
Subject: IClick Windows / Testing	(5 items)			100
Vangeline Narisma-Salvad	or RE: iClick Windows 7 Testing	Thu 6/20/2013 9:02 AM	92 KB	7
Subjett: IClick Windows 7 Testing Vangeline Narisma-Salvad Vangeline Narisma-Salvad	or RE: iClick Windows 7 Testing or RE: iClick Windows 7 Testing	Thu 6/20/2013 9:02 AM Wed 6/19/2013 7:25 PM	92 KB 53 KB	V V

We value your feedback. Please help us improve our ProductivI.T.y releases by filling out the <u>"Serbisyong Bida"</u> online survey form. You may also email your comments and suggestions to <u>ict-process@pjlhuillier.com</u>. <u>Click here</u> for back issues of ProductivI.T.y in MyLink.