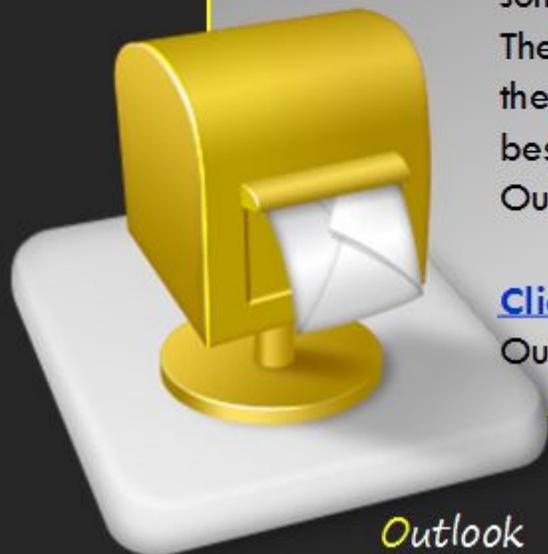


How to Change the Email Subject of Email

We all have threads' of email conversations in our inbox with some mails shifting to a different topic after a few exchanges. The content may have shifted but the starter subject line is still the same. Changing the subject line to reflect the content is a best practice especially when you have hundreds of mails in Outlook.

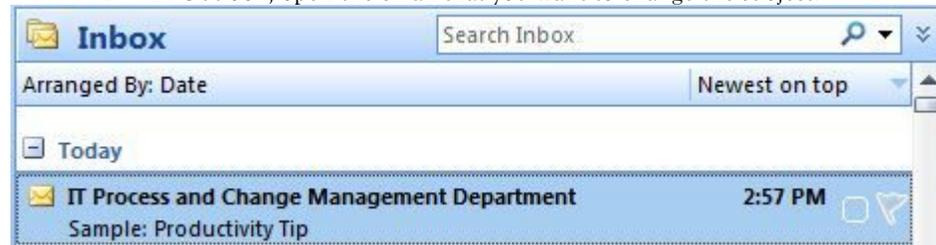
[Click here](#) to learn how to change the email subject in Outlook.



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

How to Change the Email Subject in Outlook

1. In Outlook, open the email that you want to change the subject.



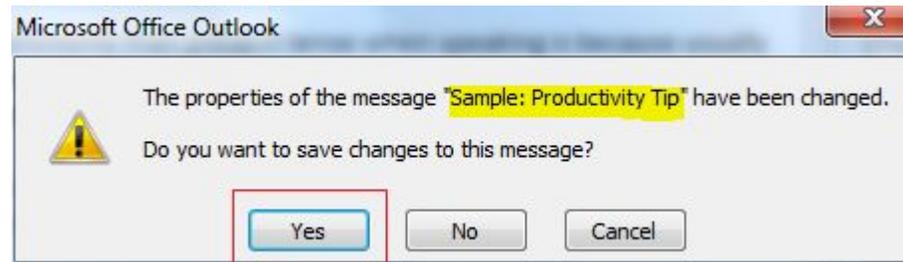
2. Position the cursor on the subject, then just simply rename or modify to your desired subject.



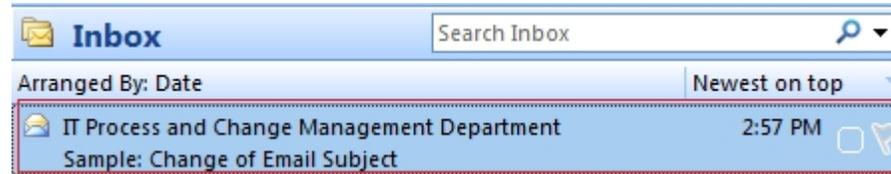
from 'Sample: Productivity Tip' to 'Sample: Change of Email Subject'



3. To save the changes made, just close the message and then click 'Yes' on message prompt or press CTRL+S.



4. The changes in the subject will now take effect and appear in your email.



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