PRODUCTIV

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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.

<u>Click here</u> to learn how to change the email subject in Outlook.

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

How to Change the Email Subject in Outlook

Outlook

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

🔄 Inbox	Search Inbox	- م	
Arranged By: Date		Newest on top	
🖃 Today			
П Process and Change Management Department			
IT Process and Change	Management Department	2:57 PM	

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

From:	IT Process and Change Management Department	Sent:	Wed 8/20/2014 2:57 PM
To:	Joseph Aldwin D. Dela Cruz		
Cc:			
Subject:	Sample: Productivity Tip		
-			

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

From:	IT Process and Change Management Department	Sent:	Wed 8/20/2014 2:57 PM
To:	Joseph Aldwin D. Dela Cruz		
Cc			
Subject:	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.				
🔄 Inbox	Search Inbox	، م		
Arranged By: Date		Newest on top		
Π Process and Change Management Department Sample: Change of Email Subject		2:57 PM 🗆 🏹		

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