

The Organized

Inbox



1 Folder Clean up



Shorten long email threads with one click. Clean up deletes messages you've already read if a subsequent message in the thread contains the same content. Select **Clean Up** from the **Delete** group on the ribbon.

2 Ignore Conversation



To immediately stop all future messages in a conversation from cluttering your inbox, select one of the messages and then select **Ignore Conversation** from the **Delete** group on the ribbon. All existing messages and all future messages in that conversation will be sent to the **Deleted Items** folder.

3

Archive



Select the **Archive** button to move the highlighted message or conversation to Outlook's **Archive** folder. File the message away for later with one click.

4

Move



Create multiple folders to categorize and store your messages. Right-click the Inbox folder, then select **New Folder**. To move a message, select it in the message list, then drag and drop it into the proper folder.

See more tips, videos, help, and training

Visit aka.ms/officetips

These experiences are available in Outlook 2016 and Outlook for Office 365.