KNUTSFORD ADMIN - HOW TO GUIDE - OUTLOOK TIDY UP

- Open up the email folder you'd like to tidy up e.g inbox.
- Click on the magnifying glass at the top.

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FILE HC	SEND / RECEIVE	FOLDER VIEW	
New New Email Items •	Ignore is Clean Up → Delete	Reply Reply Forward More -	[™] Zoe Cattery ♀ 1 □ Team Email ✔ [♀ Reply & Delete ᠀ 0
New	Delete	Respond	Quick Step
▲ Favorites	<	Search Unread Mail (Ctrl+E)	Current Folder

See 'Search Tools' click the drop down, 'Advanced Find...'

FILE HOME SEND / RECEIVE	FOLDER VIEW SEARCH		A	
All Current Folder Mailboxes Mailbox	From Subject Has Categorize	This Week ▼ ► Flagged Control To * Important Control To * More *	Recent Search Searches Tools T	
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• This will show you the Advanced Find box, for this example fill in the 'From' box

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Look Messages	In: Unread Mail	Browse
Messages More Choices Adva	nced	Find Now
Search for the word(s):		Stop
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E: office@knutsfordadmin.co.uk

W: www.knutsfordadmin.co.uk

• Enter the email address and then you'll see all the emails listed below with a scroll bar (there will be no scroll bar if only one or two emails)

Subject Has Categorized Percent Search Close	
Messages: From NEWSLETTERS@TECHREPUBLIC.ONLINE.COM - Advanced Find	– 🗆 ×
Look Messages In: Unread Mail	Browse
Messages More Choices Advanced	Find Now
A Search for the word(s):	Stop
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S TechRe CES 2015: Six cool new wearables; three Tue 06/ 65 Inbox Subscription	n
TechRe ClOs: Don't fall prey to these 10 commo Tue 30/ 64 Inbox Subscription	IS
TechRe The year in photos: IBM mainframe, 3D Tue 30/ 47 Inbox Manage my newsletters	
TechRe The year in Google: 15 most important s Fri 26/1 65 Inbox Subscription	▶
TechRe 100+ IT policies at your fingertips, ready Fri 26/1 43 Inbox SUBSCRIPTION	▶
C TechRe 3D bioprinter to reproduce human orga Thu 25/ 48 Inbox Manage my newsletters	hic
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- Click the top email of the list and hold the shift key down, scroll to the bottom of the list and with the shift key still held down click on the email at the bottom. This will highlight all of the emails, at which point press delete.
- If there are not many to delete you'll immediately see the emails disappear if there are quite a number there will be a delay, be <u>patient</u> while the computer churns through the list to delete them all.

Enjoy watching the total number displayed in your inbox reducing as you have a good tidy up!

On the next page is a little more on settings



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• p.s if you wish to check your SETTINGS go back to Search Tools and under 'Advanced Find ...' choose 'Search Options ...' in particular it might help to un tick 'improve search speed by limiting the number of results shown'.





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