

IM Month 2021: Declutter Challenge



Challenge 7: Conversation Clean Up

April 12



Declutter Challenge – Conversation Clean Up

The Conversation Clean Up feature in Outlook can reduce the number of messages in your mail folders. Also known as an email thread, an email conversation is the complete set of email messages from the first message through all responses. The messages of a conversation have the same subject.

The benefits of using Conversation Clean Up include fewer emails to manage, and it is an automated process, meaning it isn't necessary to check every email to see if it should be deleted.

Key Points

- Evaluates the contents of each message in the conversation. If a message is completely contained within one of the replies, the previous message is deleted.
- Deletes all of the messages except the one that contains a copy of all of the previous messages.
- No information is lost as it only removes redundant messages.

Remember to also routinely delete transitory instant messages and move to recordkeeping format those that have evolved into government records.

Resources:

[FYI – Email Conversation Clean Up](#)

[Quick Reference – Transitioning to Recordkeeping Format](#)