

# Clean folders and emails on Outlook 2010

Cleaning Outlook mailboxes from time to time can take a lot of time, especially for people working in an Internet-exposed environment, can receive a few dozen emails a day.

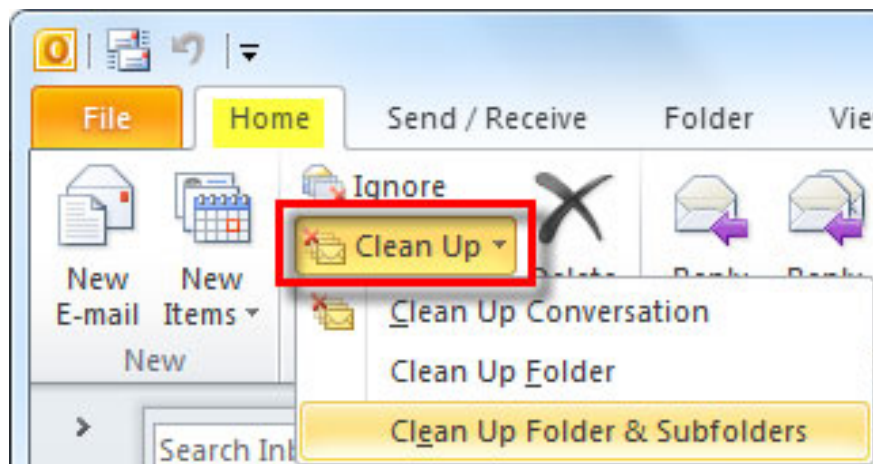
**TipsMake.com - Cleaning Outlook mailboxes from time to time can take a lot of time, especially for those who work in a specialized environment exposed to the Internet, can receive several dozen emails a day .** In parallel with it, we have to keep the email threads exchanged for each issue separately to avoid deleting them.

It is good that Microsoft Office 2010 has the ability to automatically clean conversations. It is very convenient and works really well. Here is how to configure it to work.

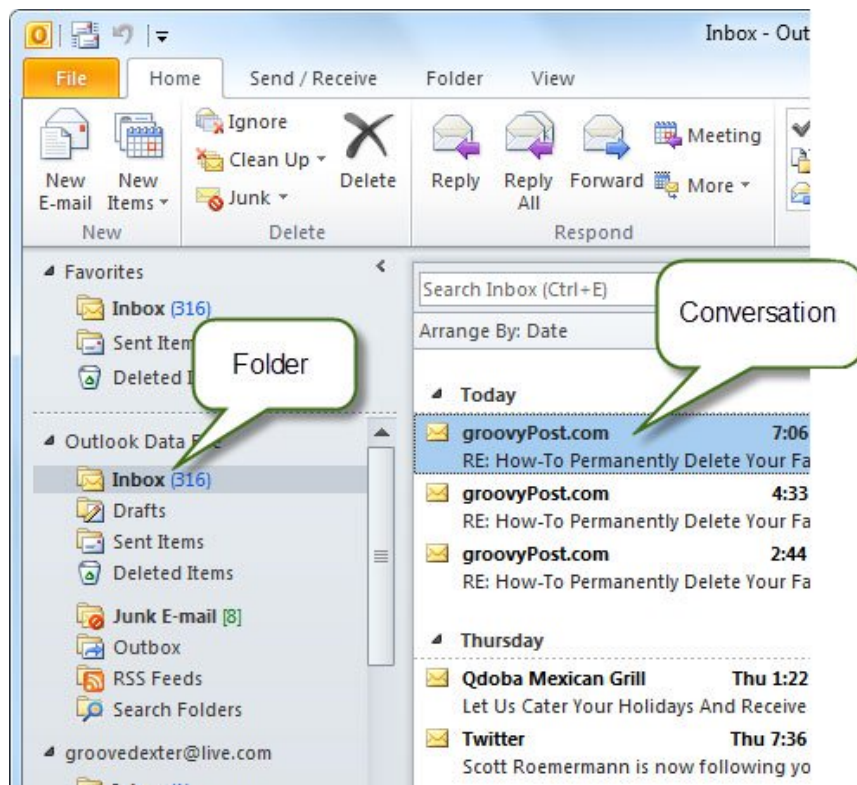
## Step 1

On the **Home** ribbon, click **Clean Up** and you will see the following 3 options:

- *Clean Up Conversation* - just clean an email string
- *Clean Up Folder* - clean up all inboxes or folders
- *Clean Up Folder & Subfolders*

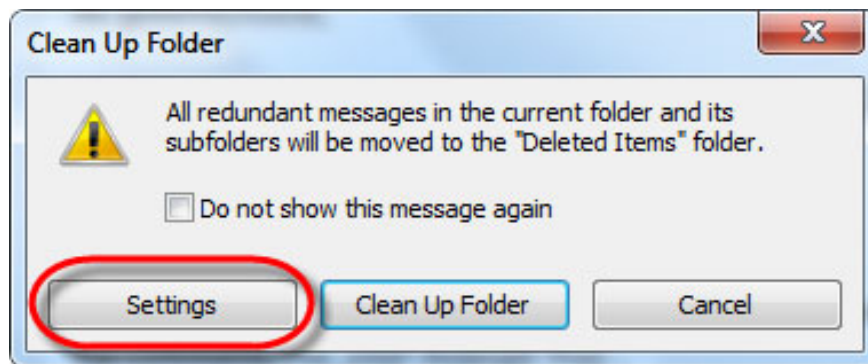


Choose the option that suits your needs, if you are new to Outlook 2010, you should start with cleaning up an email string to avoid accidentally deleting important emails. With any option, you must ensure that you are selecting the correct email directory or string to clean.



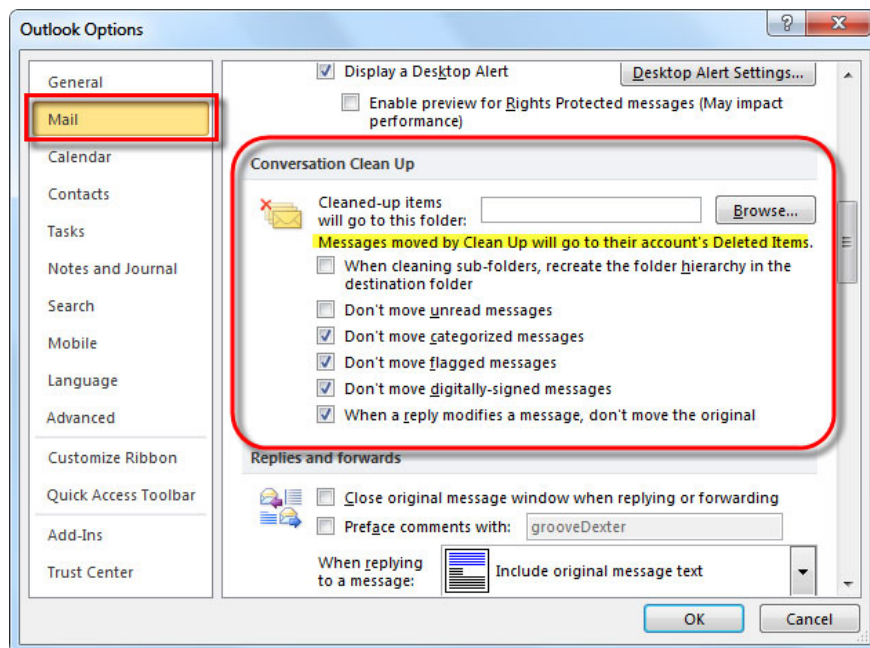
## Step 2

After selecting the Clean Up option, a dialog box will appear, select **Settings** on this dialog box



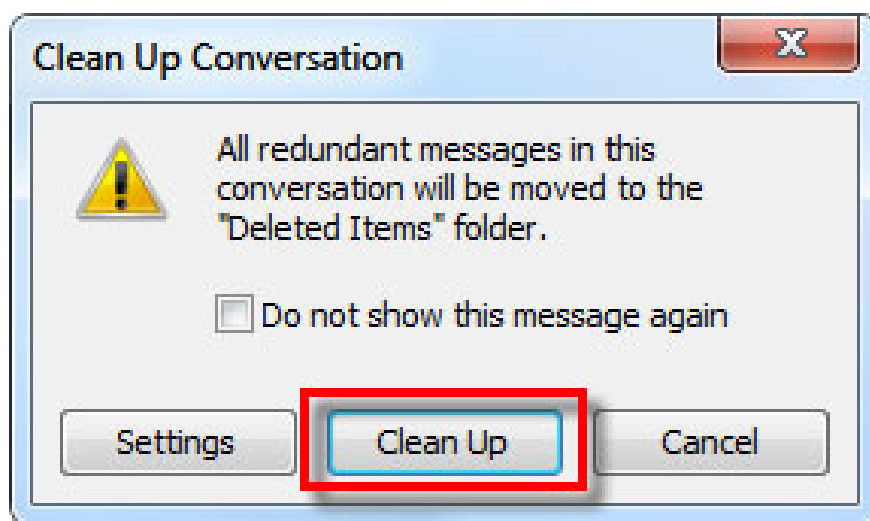
## Step 3

The Outlook Options window will appear, go to the **Mail** tab, scroll down to the **Conversation Clean Up section**, where you can customize the Clean Up tool. Most of the settings are already standard, but if you need to change some things like default deleted emails will go to Outlook's Trask, but you want it to be moved to another folder and not Trask, then click Click the **Browse** button and browse to the predefined folder, click **OK** to save the changes.



#### Step 4

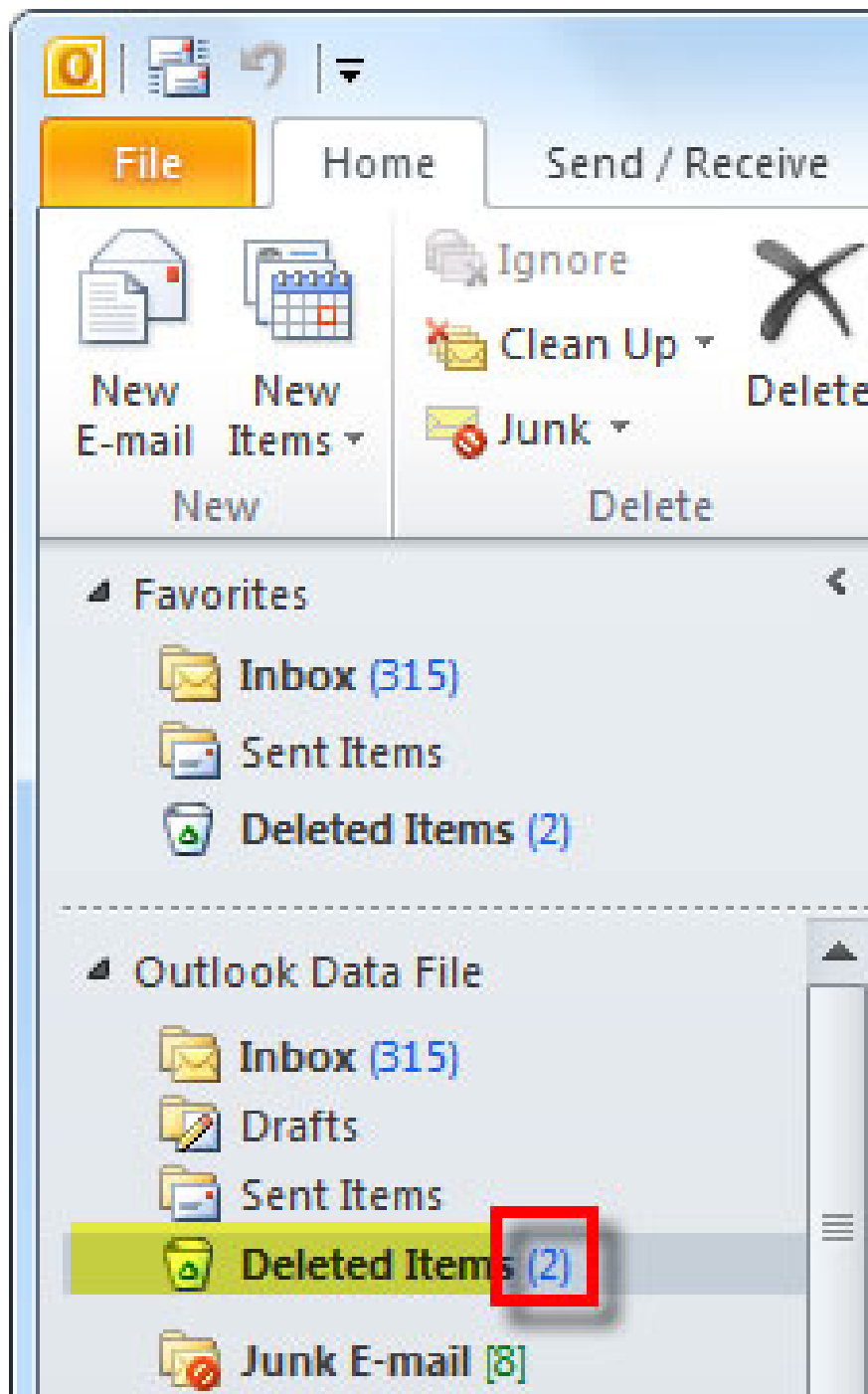
Once you have the settings you want, click **Clean Up** on the dialog box that appears earlier.



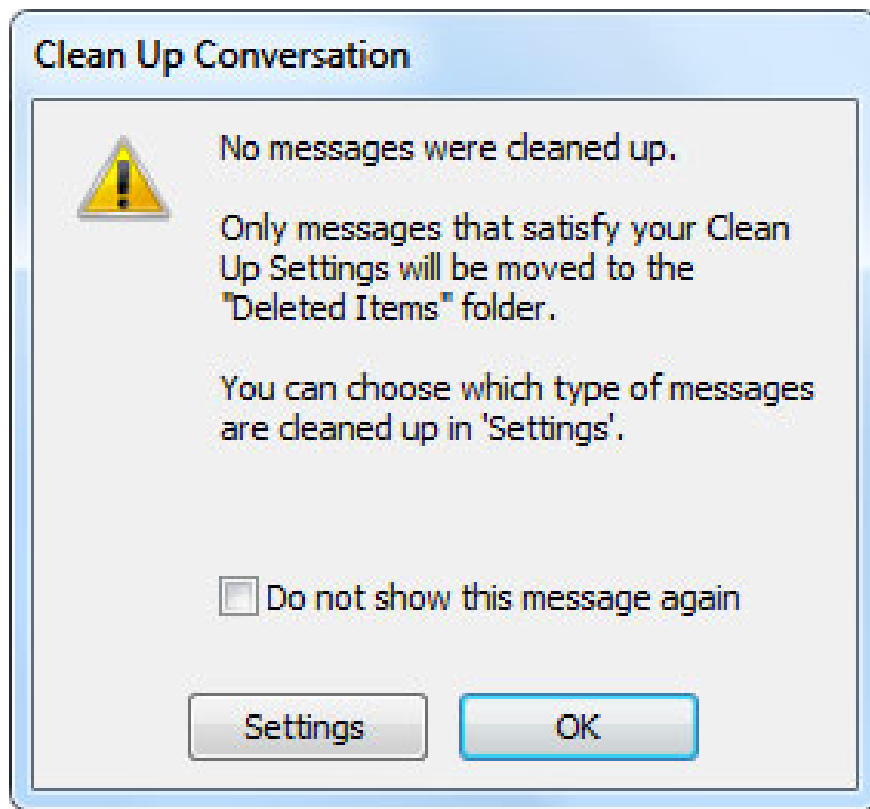
After clicking that button, Outlook will browse the email folder or string and clean up any redundant emails based on the criteria set in step 3.

**If the cleaning is successful** with some emails, you will not receive any notifications but those emails will be moved to Delete Items (Trask) or any folder you specified in step 3.

**If there is nothing to clean**, you will see a dialog box saying " *No Messenges were cleaned up* ".



or



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