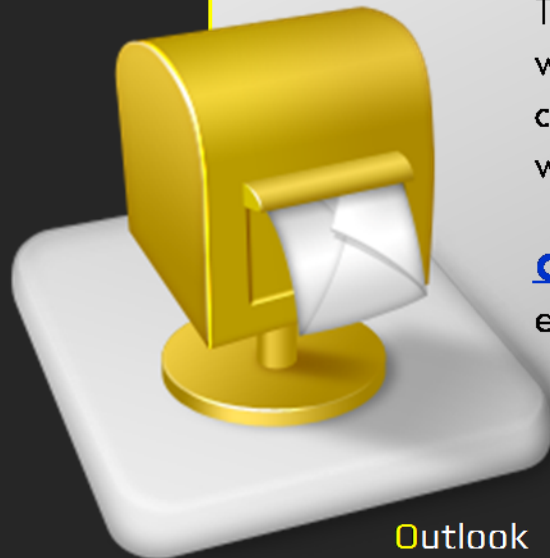


## Finding Related Messages in Outlook

There are times when you have tons of emails to read, you want to check first if there are other related emails that you can refer to before replying. You may also want to know what started the conversation.

[Click here](#) to learn how Outlook can help you find related emails quickly.

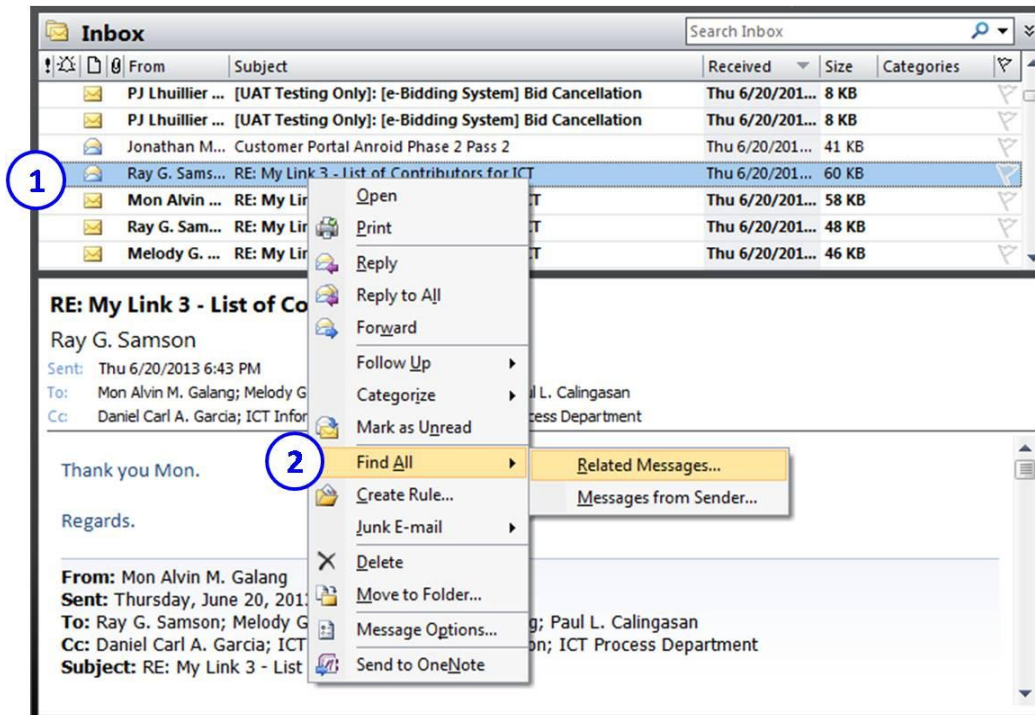


Prepared by Information Security and IT Governance Division of ICT.  
Productivl.T.y showcases tips & tricks on various office and branch applications.

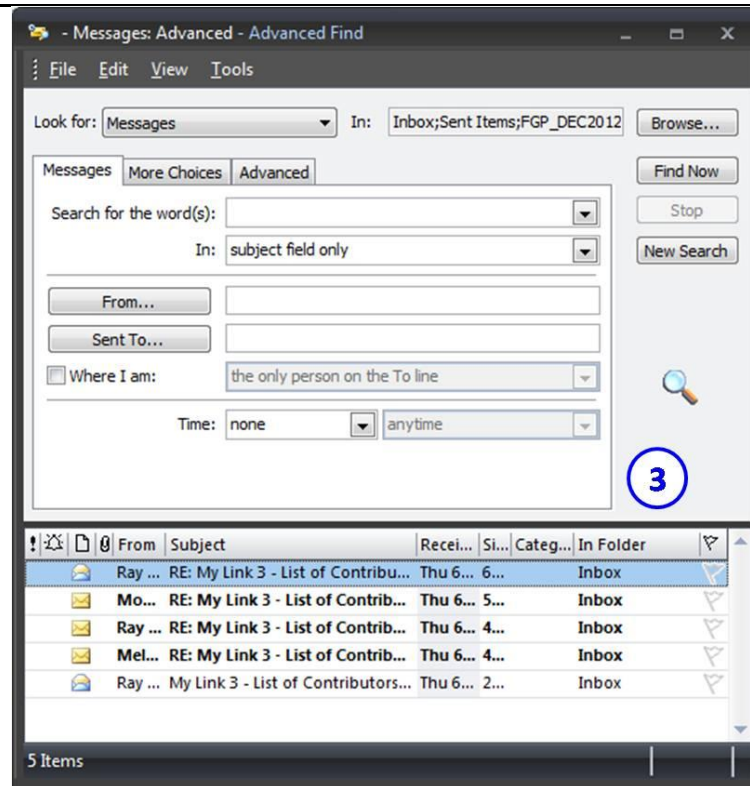
## Finding Related Emails in Outlook

To find all the related emails of an email,

1. Select a message from the Reading Pane, then Right-click.
2. From the Menu, select *Find All*, then select *Related Messages...* .



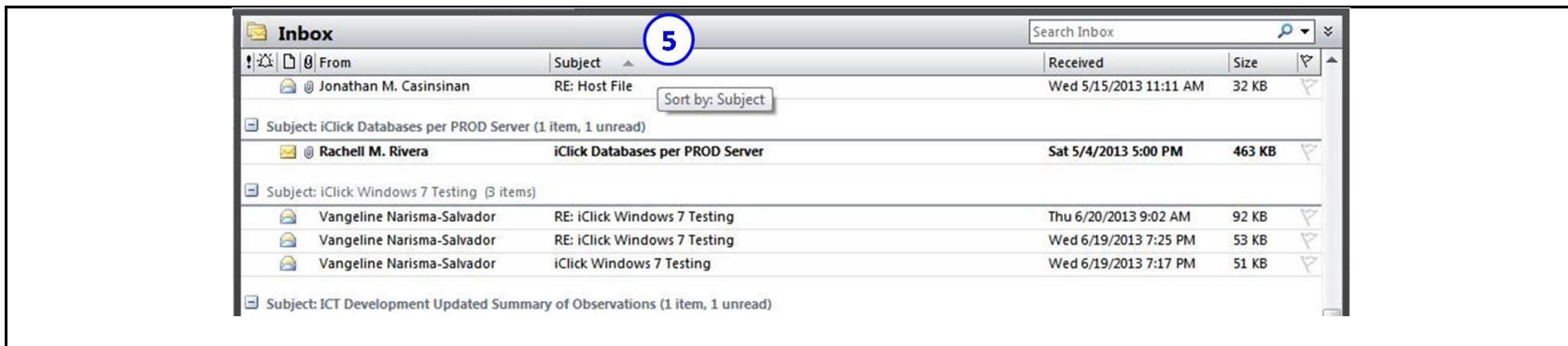
3. This brings up a search window with all related messages that Outlook could find.



4. Select and Double-click a message to open the related email.

You can also sort the emails in your Inbox to find related emails.  
To sort emails,

5. Select and click the Column Heading where grouping will be based.  
Example: Clicking the Subject column heading will group your emails by subject.



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