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**Subject:** Computer Tip of the Week -- Change the subject line of an email you received  
**Date:** August 19, 2021 at 9:22 AM  
**To:** DOPM All Users DOPMAIUsers@uabmc.edu

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## Change the subject line of an email you received (for easy later reference)

This is an **encore** Tip of the Week.  
Re-sending it because it's potentially so useful to so many people.

Brought to you by  
**Lisa Schwaiger**  
- DOPM HelpDesk  
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This Tip of the Week was inspired by one of your co-workers (a non-IT person who works here at DOPM).

Do **YOU** have an idea for a future Tip of the Week, that others might benefit from? (If so, please let us know at [dopmHelp@uabmc.edu](mailto:dopmHelp@uabmc.edu) or 205-934-7662.)

### SITUATION:

I want to save an email for easy future reference, but the subject line does not relate to why I'm saving it.

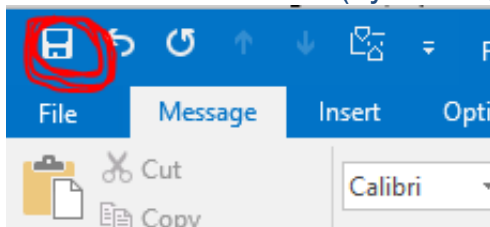
For example: Someone emailed me the steps needed to request a check but the subject line was "Good Morning" -- which won't help me find it later 😞

So I just forwarded that email to myself with a better subject line. But is there an easier way?

### SOLUTION/ANSWER:

It's surprisingly easy to change the subject line:

1. Just open up the email message in a new window (by double-clicking it on the list).
2. And then just type in the subject line what you want it to be, for example: "How to request a check" or whatever.
3. And then save (by clicking the disk icon, as circled here in red).



Was this helpful? Do you have suggestions for a future Tip of the Week? Do you have any other comments?

Let us know at [dopmHelp@uabmc.edu](mailto:dopmHelp@uabmc.edu)

To see an archive of past Tips of the Week: <http://www.uab.edu/medicine/dopm/help/totw>

