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To: DOPM All Users <DOPMAIUsers@uabmc.edu>

Subject: Computer Tip of the Week -- Change the subject line of an email you received

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

Brought to you by
Lisa Schwaiger-
HelpDesk Triage and
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(in MT-403)



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:

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 (the disk icon).



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

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