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Change A Received Message

Do you want to make a change in a message that you have received? Adding notes to a message can make it easier to understand. OR a subject change may make it easier to retrieve, and this is how we do it:

1. Double-click the message that you would like to edit.
2. Click the Edit menu and select "Edit Message" from the menu that appears.
3. You can now edit the subject as well as the body of the message.
4. Once you have finished editing the message, click the File menu and select "Close".
5. When prompted, click "Yes" to save your changes.

If you require additional information or assistance with this item, please give us a call.