

Outlook Tip—Saving Replies with Original Message

If you would like to also be able to save your replies with the original message. Go to Tools, Options, under Preference Tab, Email, click on Email Options button, under Message handling click on Advanced Email Options button, under Save Messages (see below) checkmark In folders other than the Inbox, save replies with original message. Ok, Ok, Apply, Ok.

Move or drag & drop the original message from the Inbox folder into a folder for example “Communicator.” Open “Communicator” folder and open the original message and reply, you’ll automatically see a copy of your reply in “Communicator” folder instead of the Sent Items folder.

