How to Use the Sweep Function in New Outlook

Overview

The **Sweep** function in **New Outlook** and **Outlook Web** is a powerful email management tool that allows you to automatically move or delete multiple emails from the same sender.
This feature is particularly useful for managing recurring emails like Memos, Newsletters, and Automated messages.

What is the Sweep Function?

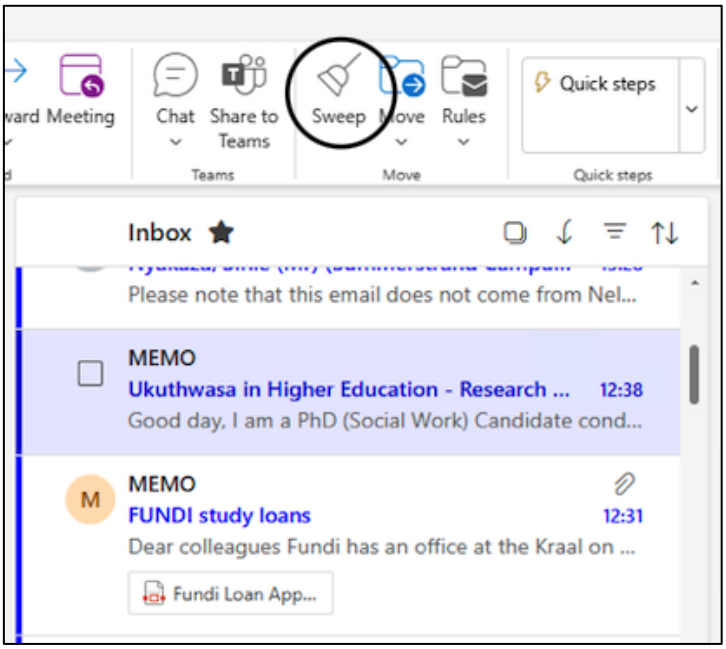
Sweep helps you quickly clean up your inbox by:

- Moving all messages from a specific sender to a designated folder
- Deleting unwanted emails in bulk
- Setting up automatic rules for future messages from the same sender

Step-by-Step Instructions

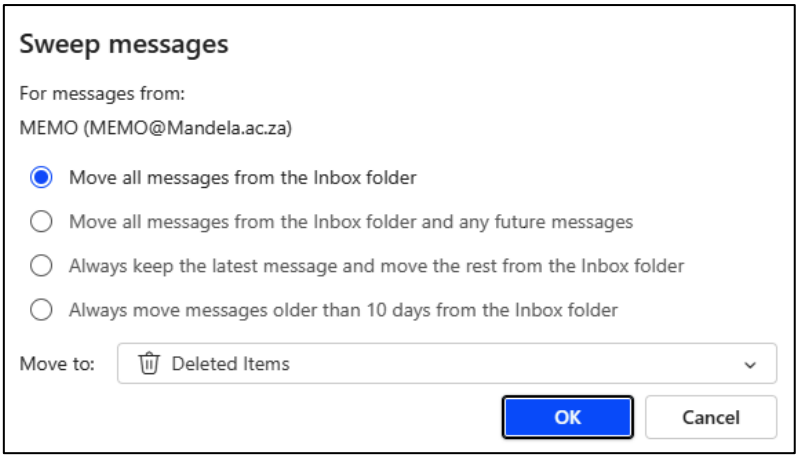
Step 1: Select an Email to Sweep

1. Open your New Outlook inbox
2. Find an email from the sender you want to sweep (e.g., a memo email)
3. Click on the email to select it
4. In the toolbar ribbon, locate and click the "**Sweep**" button



Step 2: Choose Your Sweep Options

Once you click **Sweep**, a dialog box will appear with several options:



Available Options:

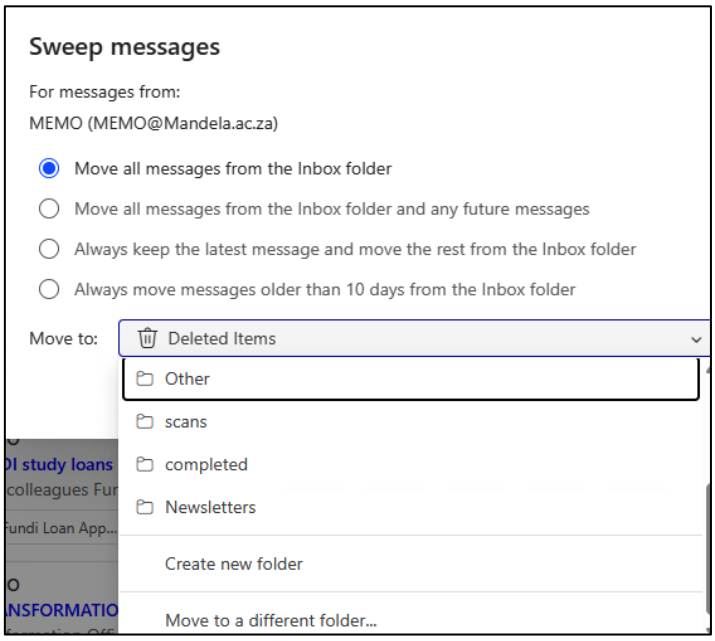
- Move all messages from the [Sender] folder - Moves all existing emails from this sender
- Move all messages from the [Sender] folder and any future messages - Moves existing emails **AND** sets up automatic moving for future emails
- Always keep the latest message and move the rest from the [Sender] folder - Keeps only the most recent email
- Always move messages older than 10 days from the [Sender] folder - Only moves emails older than 10 days

Step 3: Select Destination Folder

In the "**Move to:**" dropdown menu, select your desired destination

- For memos and unwanted emails, select "**Deleted Items**"

You can also choose other folders like **Archive**, or create custom folders



Common Use Cases

1. Sweeping Memos to Deleted Items

Recommended for: Office memos, announcements, and notifications

- Select: "Move all messages from the Memo folder"
- Destination: "Deleted Items"
- This clears your inbox of all memo emails at once

2. Sweeping Newsletters

Recommended for: Marketing emails, newsletters, promotional content

- Select: "Move all messages from the [Sender] folder and any future messages"
- Destination: "Deleted Items" or create a "Newsletters" folder
- This handles both current and future emails automatically