

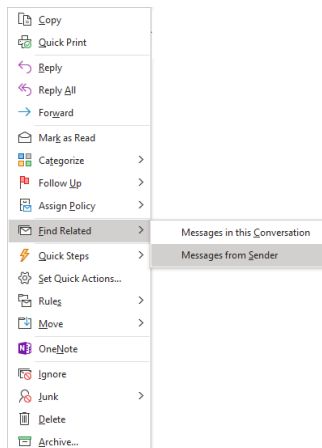
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## Launch Tip of the Month September 2020

Have you ever read an email from someone and wanted to check other emails from that person for additional information? It's easy if you know the following tricks.

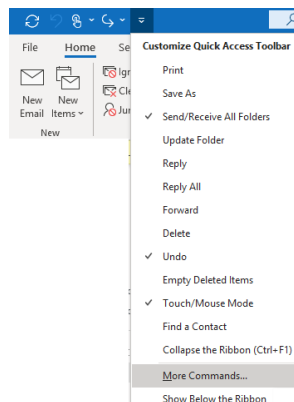
1. Right-click an email.
2. Select Find Related-Messages from Sender.



Outlook now displays all the emails from that person!

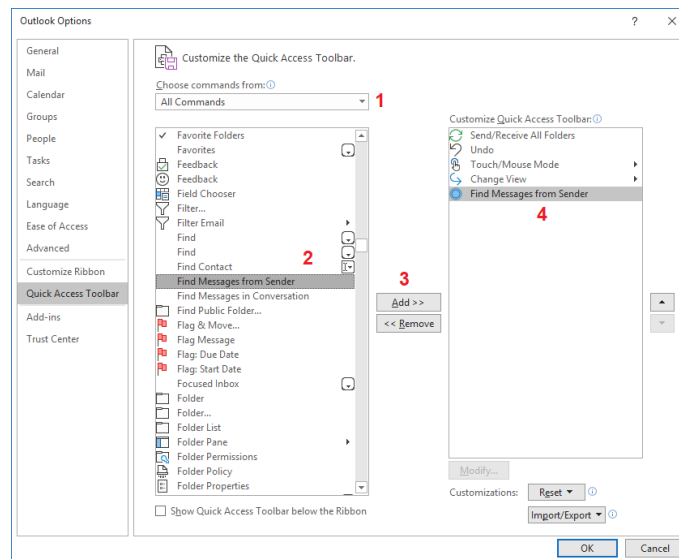
Power Tip: You can add this command to your Quick Access Toolbar to make it easier to access.

1. Click the drop-down arrow next to the QAT.
2. Select More Commands.

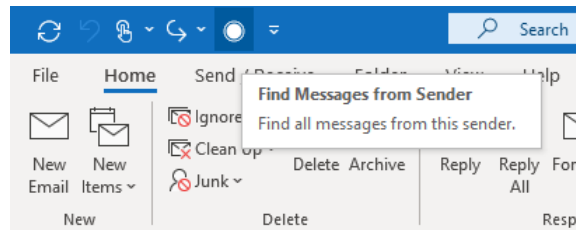


In the dialog box:

1. Choose All Commands from the drop-down list
2. Select Find Messages from Sender in the box below.
3. Click Add.
4. Confirm the command is now listed in the box on the right.



Now, all you have to do is select an email and click the icon in the QAT!



Want to learn more about Microsoft Outlook? Launch offers two classes: Getting Started with Microsoft Outlook and Useful Features in Microsoft Outlook.

### Featured Course: Useful Features in Microsoft Outlook

- Search Folders
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