

The Four Sweep Options (Outlook Web only)

When you click **Sweep** on a message, you get four choices:



1) Delete all messages from this sender

- Removes every email from that sender across your mailbox
- Great for clearing old newsletters or notifications
- Doesn't affect future mail

2) Delete all messages from this sender *except the latest*

This is the most popular option.

- Keeps the most recent message
- Deletes all older ones
- Ideal for things like:
 - Weekly newsletters
 - Bank balance updates
 - Delivery notifications
 - "Your statement is ready" emails

It keeps your mailbox lean without losing the latest info.

3) Delete messages older than X days

- You choose the age (e.g., 10 days, 30 days, 60 days)
- Outlook automatically removes older ones
- Works like a rolling clean-up rule

Perfect for:

- Alerts
- Notifications
- Automated systems
- Anything that goes stale quickly

4) Move all messages from this sender to a folder

This is Sweep acting like a simple rule:

- Moves all existing messages
- Moves future messages too

- Great for:
 - Filing receipts
 - Filing club admin emails
 - Filing newsletters
 - Filing bank statements

It's a "one-click rule builder".

★ **How Sweep differs from Rules**

This is a great point to make in your presentation:

Sweep

- Simple
- Sender-based
- Designed for tidying
- Only offers four actions
- Great for newsletters and automated mail

Rules

- Much more powerful
- Can match subject, keywords, recipients, etc.
- Can perform many actions
- Better for complex workflows

Analogy: Sweep is a broom. Rules are a toolbox.

★ **When Sweep is genuinely useful**

- Clearing out years of newsletters
- Keeping only the latest statement/notification
- Auto-filing club admin emails
- Reducing inbox clutter without building complex rules
- Helping beginners manage their mailbox without overwhelm

★ **Club-friendly summary**

"Sweep is Outlook's quick tidy-up tool. It lets you delete or move all messages from a sender — or keep only the latest one — with one click."