



[Knowledgebase](#) > [Email, calendar, and contacts](#) > [How can I improve my Outlook performance?](#)

# How can I improve my Outlook performance?

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## Conversation Clean Up

### What does Conversation Clean Up do?

Conversation Clean Up evaluates the contents of each message in the Conversation. If a message is completely contained within one of the replies, the previous message is deleted. Consider the following example.

Justin sends a message to Melissa and Andrew. Melissa replies to both Justin and Andrew and in her Outlook message body, all of Justin's original message is included. Now, Andrew sees Melissa's message and replies to both Justin and Melissa. Andrew's reply includes all of the previous messages in the Conversation. Conversation Clean Up can delete all of the messages except the last one from Andrew because within that message is a copy of all of the previous messages.

Conversation Clean Up is most useful on Conversations with many responses back and forth especially with many recipients.

## Remove redundant messages

1. On the Home tab, in the Delete group, click Clean Up.



1. Click one of the following:

**Clean Up Conversation** The current Conversation is reviewed, and redundant messages are deleted.

**Clean Up Folder** All Conversations in the selected folder are reviewed, and redundant messages are deleted.

**Clean Up Folder & Subfolders** All Conversations in the selected folder and any folder that it contains are reviewed, and redundant messages are deleted.