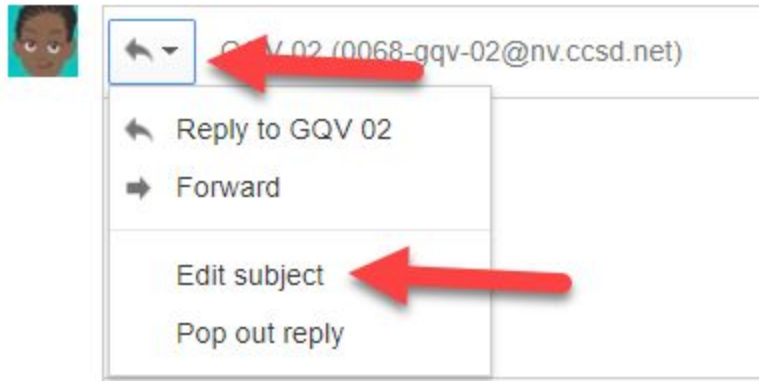


Tip of the Week

You can edit the subject when replying to, or forwarding an email.

1. **After** choosing *reply* or *forward*, select the **dropdown arrow** in the address line.
2. Select **Edit subject**. The message window will open, allowing you to make changes.



Note: *If you use conversation view, changing the subject will begin a new conversation.*

For more step-by-step guides and quick videos, please visit training.ccsd.net.

If you need account assistance, please contact the User Support Help Desk at (702) 799-3300 option 3, Monday through Friday, 6:00 a.m. to 5:00 p.m.