# Microsoft Outlook – Entering a Message Subject Line

## Entering a Message Subject Line.

It is good practice to enter a subject for the Email, when recipients receive your message, they will know the nature of the message before they open it.

There are various other reason to give a message a subject for example:

1. It is possible to Group & Sort Emails, making it easier to find specific Emails.
2. Add rules like redirecting emails with certain subject matter.

**Preview:** Subject bar.