

Managing E-mail – Part 1

Searching for Messages

You can use the Outlook Search box or Search Folders to find specific messages in your mailbox.

Use the Search Box to Find Messages

The Search box enables you to find messages in your email folders that contain keywords or phrases, or that meet other search criteria.

To use the Search box:

- Click the folder that you want to search, and then in the Search box, type one or more words.
The search engine immediately starts to look for messages that match what you type.

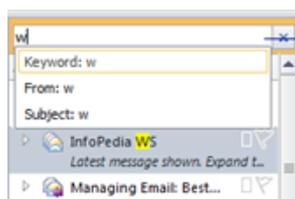
To remove criteria:

- On the **Search** tab, in the **Close** group, click **Close Search**. You can also just delete everything in the Search box to remove the criteria and return to a full view of your email.



Use Criteria to Narrow Your Search

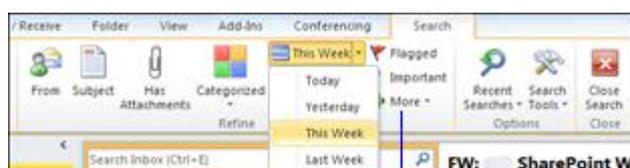
You can narrow your search to specific criteria such as Keyword, From, and Subject. As you type in the Search box, a drop-down list of criteria appears briefly.



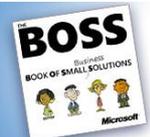
As you start to type in the Search box, the Keyword, From, and Subject criteria appear below the Search box.

You can also narrow your search results by clicking criteria on the ribbon. For example, you can narrow your results to a particular week. When you build criteria using the ribbon, Outlook shows the criteria in the Search box.

The following graphic shows how you would pinpoint your search criteria to **This Week**.



Click **More** for additional options

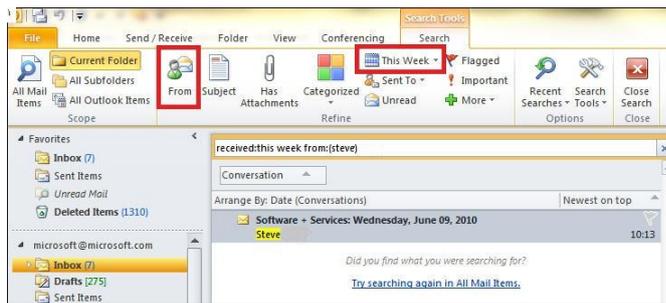


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The following graphic shows how you would search for messages **From** someone specific during **This Week**.



Tip

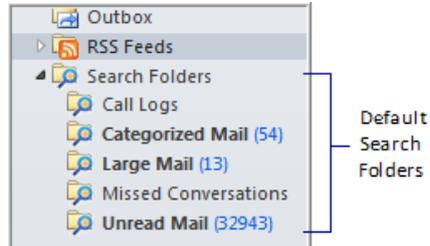
To perform an advanced search, in the **Options** group on the **Search** tab, click **Search Tools**, and then click **Advanced Find**. Enter additional search criteria in the **Advanced Find** dialog box.

Use Search Folders to Find Messages

If you find that you repeatedly type the same information in the Search box, consider creating a Search Folder instead. For example, if you want to search for mail from a specific person, you can create a Search Folder that searches for mail from that person. The results show where messages from that person are stored in your mailbox. Whenever you want to execute that search again, just click the Search Folder.

Another example of a Search Folder that you might want to create is for all unread messages in which you are on the **To:** line and which are marked as urgent. When you check your email, you can quickly check this Search Folder to prioritize messages and related tasks.

There are five default search folders: **Call Logs**, **Categorized Mail**, **Large Mail**, **Missed Conversations**, and **Unread Mail**. For example, you can click the **Large Mail** Search Folder to arrange mail in your mailbox by size, with the largest mail items at the top. The default Search Folders are located beneath folders in your Inbox.



To create a new search folder:

- 1 On the ribbon, click the **Folder** tab, and then in the **New** group, click **New Search Folder**.
- 2 In the **New Search Folder** dialog box, click a predefined search folder or scroll to the bottom of the dialog box, and then click **Create a custom Search Folder**. Follow the instructions that appear.

The new Search Folder is added to the Search Folders tree with the other default Search Folders

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