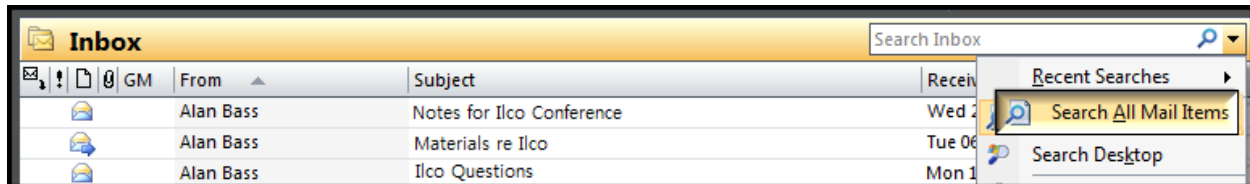


HOW TO:

SEARCH IN OUTLOOK:

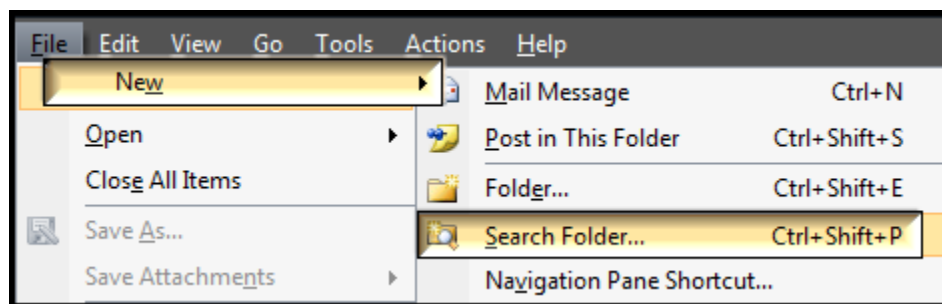
To search all folders in Outlook, at the **Inbox** click the drop down arrow in the **Search Inbox** and select **Search All Mail Items**. Type the search phrase into the empty box. Press enter.



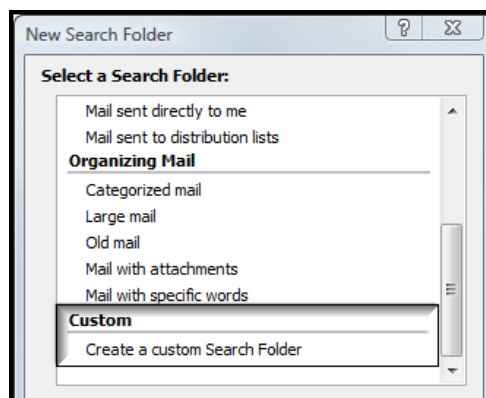
For Quick Searches:

Rather than constantly typing into the **Search Inbox** field, you can search quicker if you create and use your own folders for frequently used searches.

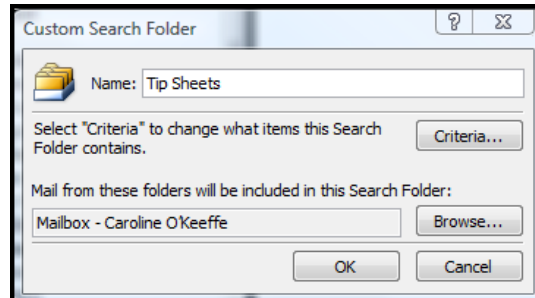
1. To create a new folder, click **File, New, Search Folder**:



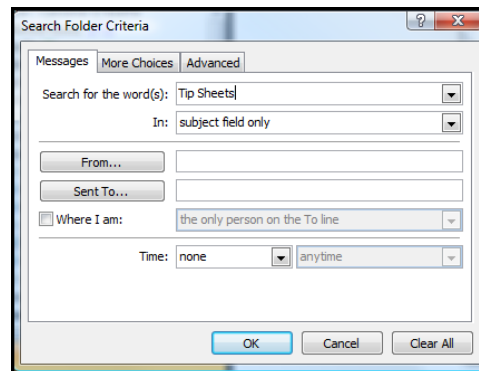
2. Select the type of folder you would like to create from the list OR create a custom folder by double-clicking **Create a custom Search Folder**.



3. Name the folder.



4. At the **Criteria** button, set the desired criteria for the folder. At the **Browse** button, select the folders to search. Click **OK** twice.



5. At the **Mail Folders**, under **Mail**, look for the **Search Folders** feature. Click the folder to display messages.

