Searching in Outlook

Searching Mail

Instant search
1. In the navigation bar, near the bottom of the screen, click Mail.
2. Find the search box at the top of your messages.
3. To find a word that you know is in a message, or a message from a particular person, type the word or person’s name in the search box. Messages that contain the word or name you specified appear with the search text highlighted in the results.
4. You can narrow your results even further by changing your search here are some common examples:
   - Type “Expense reports” (including the quotes) to find messages containing the exact phrase “expense reports”.
   - Type expense AND report (“AND” needs to be in all caps) to find messages containing both the word “expense” and the word “report”, but not necessarily in that order. You can also use “OR”.
   - Type expense NOT report (“NOT” needs to be in all caps) to find messages containing the word expense but not the word report.

Advanced Search
1. Click in the Search box.
2. In the Search ribbon, under Options, click Search Tools > Advanced Find.
3. Click the Advanced tab.
4. Under Define more criteria, click the Field button and click All Mail Fields. You’ll see a menu of fields you can search on, such as From, To, Received, Subject, and dozens more.
5. Start by choosing a field, then choose a condition and a value to test.
6. Add as many additional conditions as you need or want to test.
7. Finally, click Find Now to run the Search.

Searching the Global Address List
1. Change the search from Name only to More columns. This radio button is “sticky”, meaning that it will keep whichever selection you make for subsequent searches. When you use more columns in your searches, it becomes much easier to search on a person’s last name.
2. If you want even more precision in your search, use the Advanced Find dialog. This lets you zero in precisely on a variety of fields.
3. Search does not support wildcards such as * (asterisk). If you are not sure of the spelling of a name, use just the first few letters that you do know.

Specifying the Search Order of Your Address lists
1. Click the Address Book button.
2. In the Addressing Book, click on the Tools menu and select Options.
3. The Addressing dialog box offers three radio button choices for you list order. Select Custom if you don’t want either the Global Address List or the Contact folder to be first in the order.
4. Use the Add button to bring up the Add Address List selector and add additional lists and address books.
5. Select an address list in the custom window, and use the up or down arrows on the right-hand side to establish your desired search order.
6. After establishing your search order, be sure to also use the bottom selector to show this address list first.
7. Click OK to commit these changes. Note that you’ll probably have to restart outlook before you see these changes take effect.
Creating a Predefined Search Folder

1. In **Mail**, click **Folder** in the top tabs.
2. In the **New** group, click **New Search Folder**.
3. From the **Select a Search Folder** list, click the **Search Folder** you want to add.
4. If prompted, under **Customize Search Folder**, click the arrow at the **Search mail in box**, and then select the mailbox from the list.
5. To select a different mailbox to search, under **Customize Search Folder**, click the arrow at the **Search mail in box**, and then select the mailbox from the list.

**NOTE:** You can also customize the Search options by going to **File > Option > Search**.