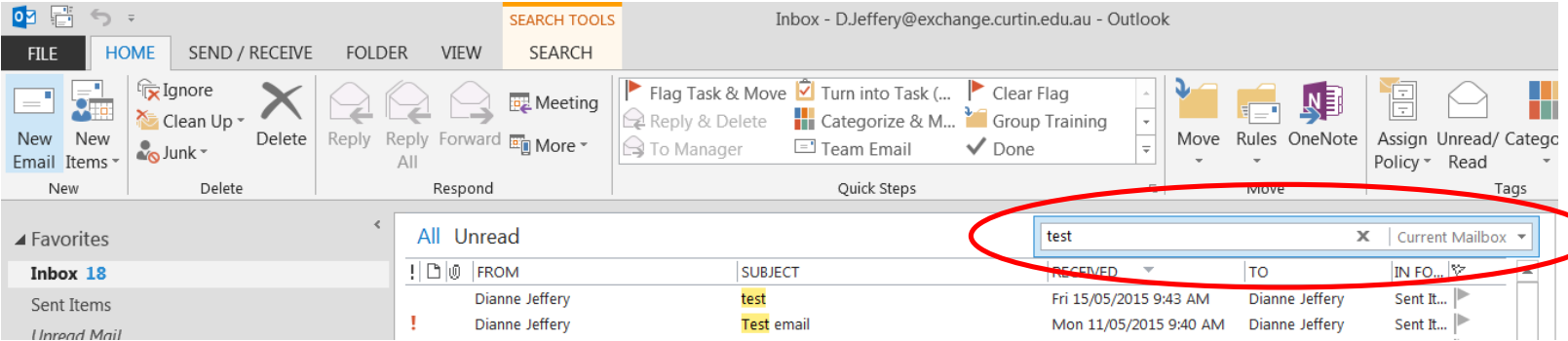
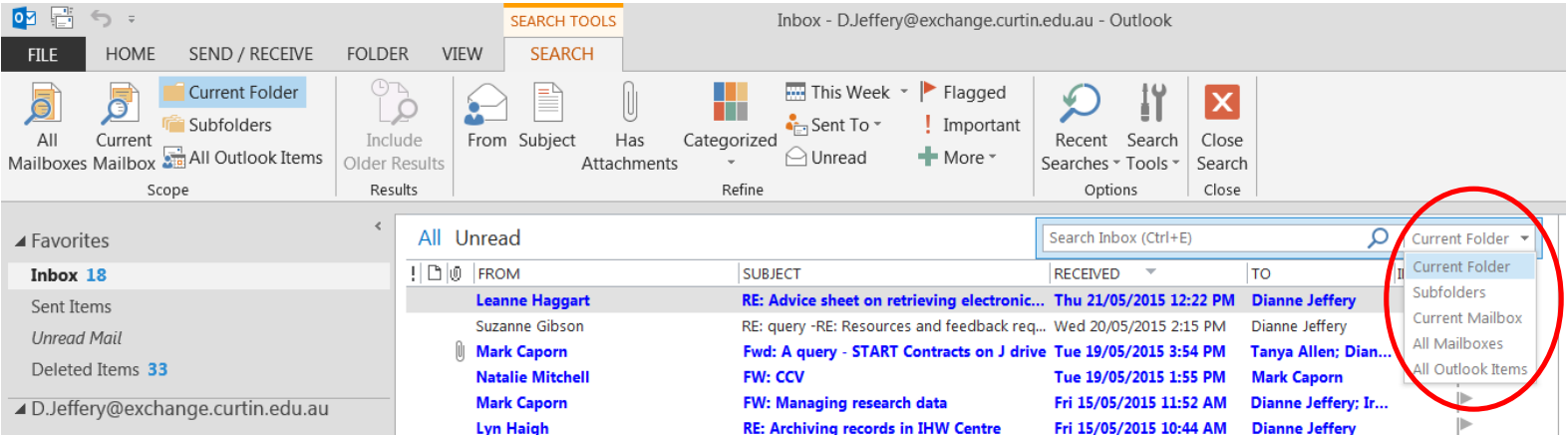


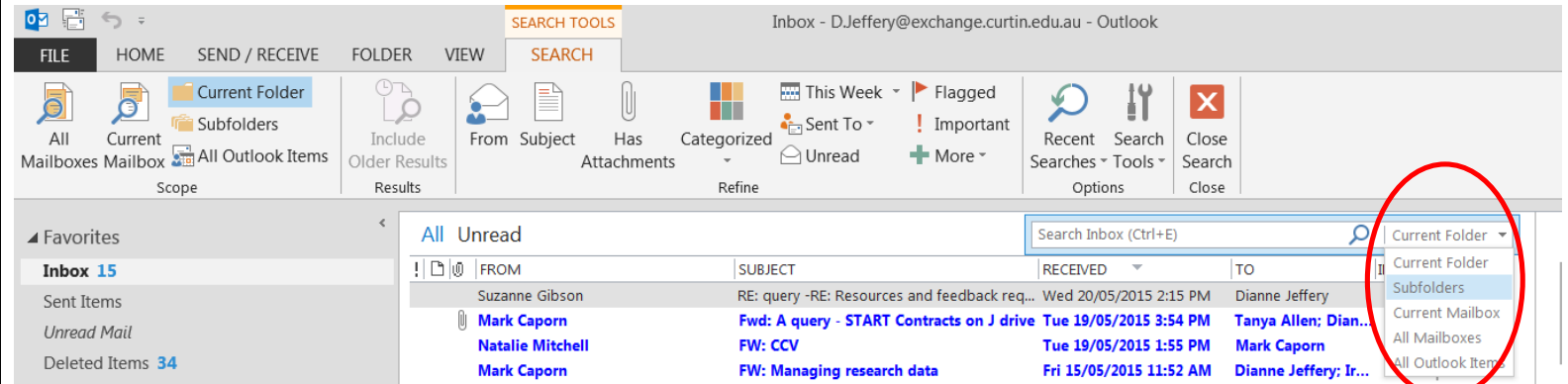
Searching For Emails

Below are the key ways to search for emails in Outlook 2013

| SEARCH STRATEGY | WHERE TO FIND IT |
|--|---|
| <p>INSTANT SEARCH (searches across multiple folders in your mailbox)</p> <p>This is the default search in Outlook 2013</p> | <p>Click into the instant search field on the far right and type your search term.</p>  |
| <p>SEARCH CURRENT FOLDER (only searches in the one folder)</p> | <p>From the drop down list on the far right of the Instant Search box select “Current Folder” then enter your search term</p>  |

SEARCH CURRENT FOLDER PLUS ANY SUB-FOLDERS IN THAT FOLDER

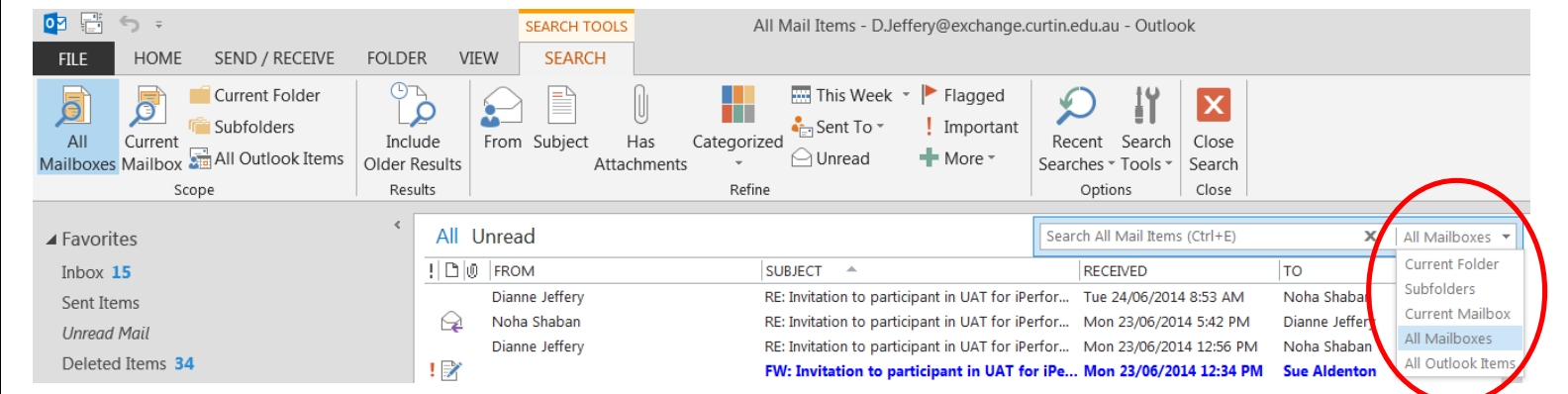
From the drop down list on the far right of the Instant Search box select “Subfolders” then enter your search term



SEARCH ACROSS MULTIPLE MAILBOXES SIMULTANEOUSLY.

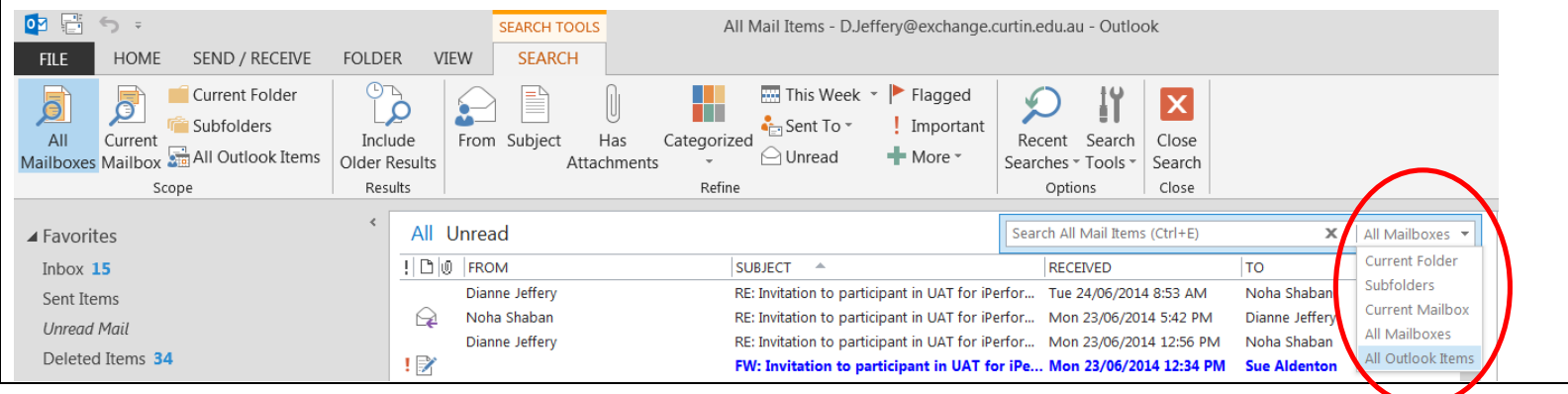
Note, this search may take some time.

From the drop down list on the far right of the Instant Search box select “All Mailboxes” then enter your search term



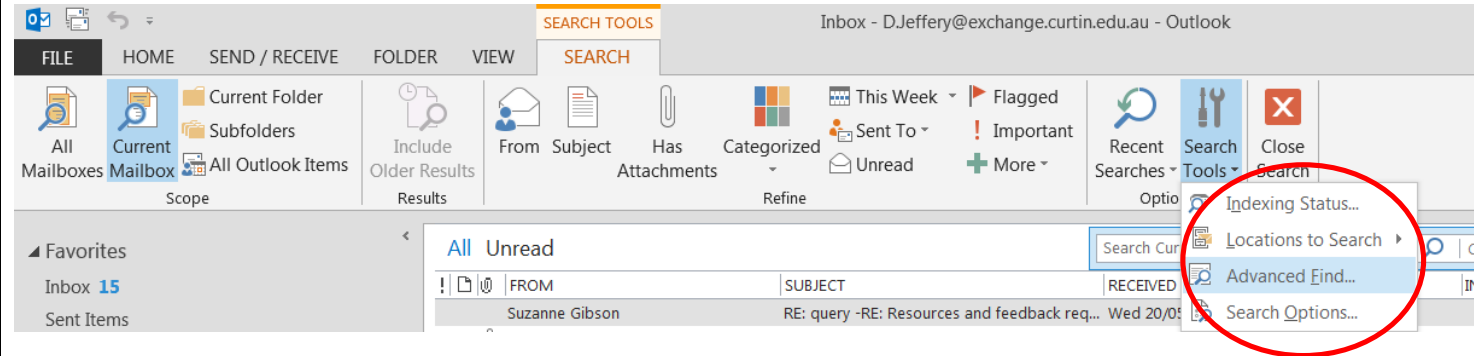
SEARCH ALL OUTLOOK ITEMS (searches across multiple folders in your mailbox simultaneously for tasks and calendar items as well as emails)

From the drop down list on the far right of the Instant Search box select “All Mailboxes” then enter your search term



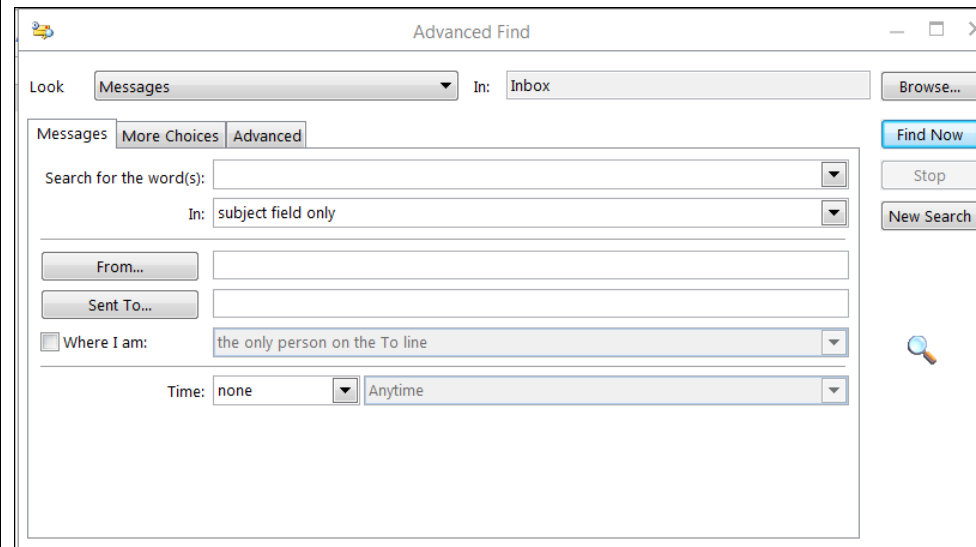
ADVANCED FIND

Once in Search Tools view, then select “Search tools” option on ribbon and then “Advanced Find” or **Ctrl Shift + F**



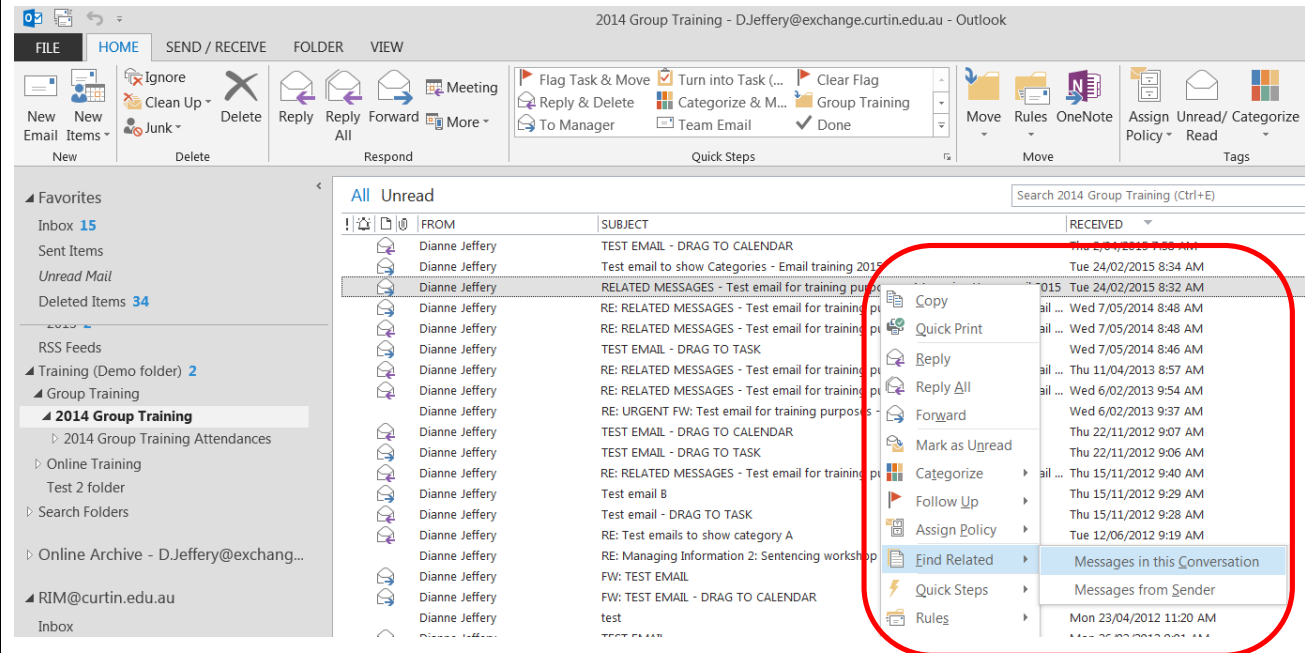
or use the keyboard shortcut **Ctrl Shift + F**

Once the Advanced Find dialogue box is open, enter your search parameters and the Folder(s) you want to search in the click on Find Now

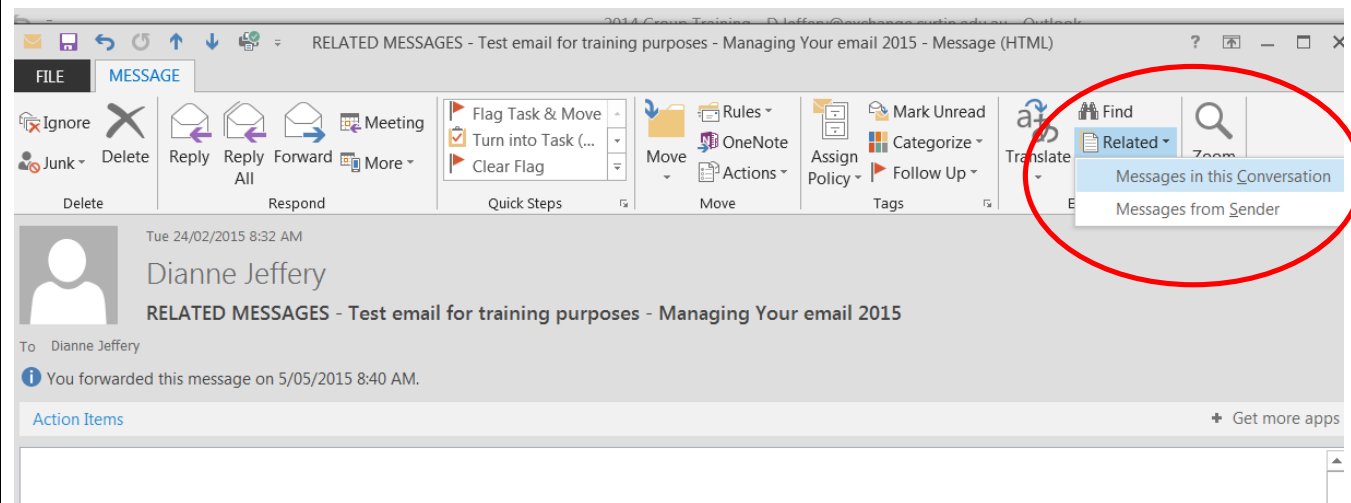


RELATED MESSAGES

Find the message in your folder then right click on message and select "Find related"



Or open the message and select "Related" on the far right hand side of the screen.



SEARCH FOLDERS (saved searches)

The "Search Folders" can be found in the list of folders in your mailbox

