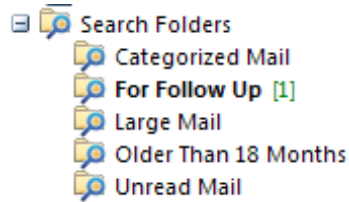


## 2.14 Search Folders

Search folder are 'virtual' containers for search results.

### Where are they?

Found at the bottom of the 'All Mail Folders' list...

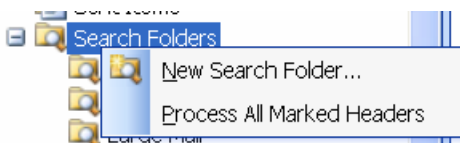


Several default Search Folders are already setup for you including...

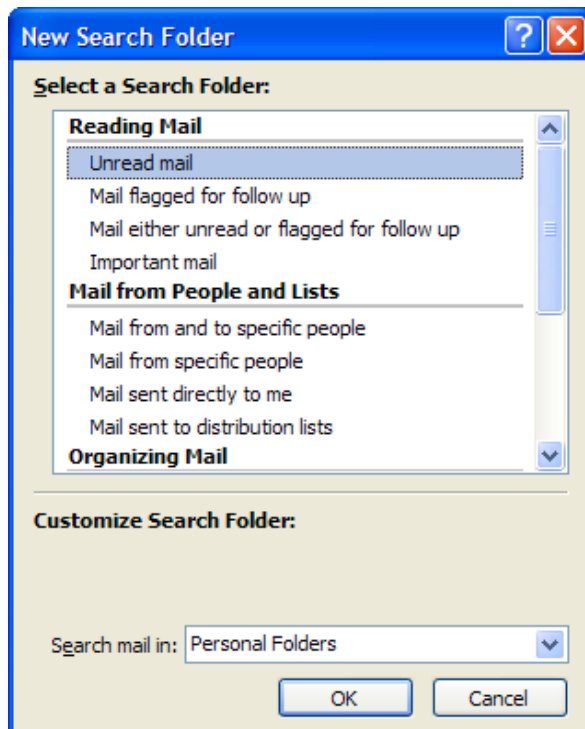
- **Categorized Mail** – for mail where you have set a set colour-coded category
- **For Follow Up** – if you've set the flag to 'follow up'
- **Large Mail** – sorted and grouped by size, biggest first
- **Unread Mail** – anything you haven't opened yet

### Create New Search Folder

- Right Click on 'Search Folder'...



- select 'New Search Folder'...

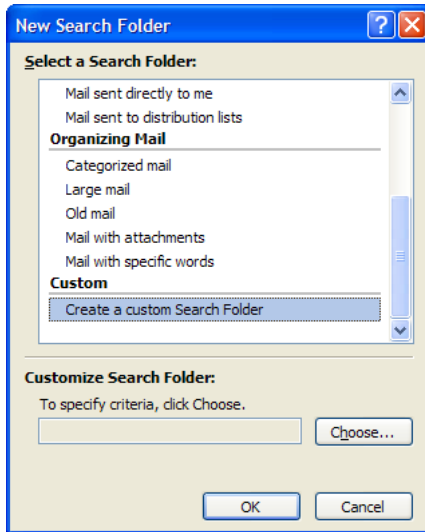


- specify the type of search you want and **OK**

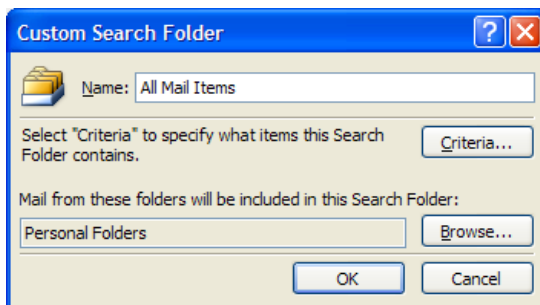
## Show All Items

You can easily create a Search Folder that lists all your mail items...

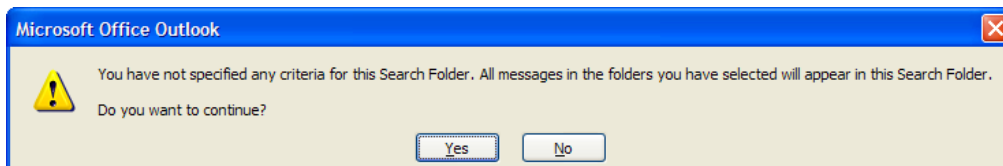
- Start to create a new Search Folder as shown above
- From the dialog elect to 'Create a custom Search Folder'...



- Next select the 'Choose' button and give the Search Folder a suitable name but no criteria...



- Select **OK** when done and you will see a message warning that no search criteria have been specified...



- Select **Yes** to continue and then **OK** to finish

## Delete Search Folders

- **Right Click** on the search folder to be removed and then select **Delete**

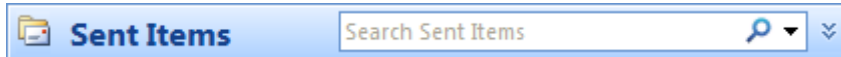
**NB**

**Note that deleting a Search Folder does NOT delete the items within it, (in fact there are no items contained in Search Folders – they simply act as pointers).**

## 2.15 Searching for Items

In addition to Search Folders, Outlook has a powerful Search Bar.

This is located in the heading at the top of each folder, next to the folder name...

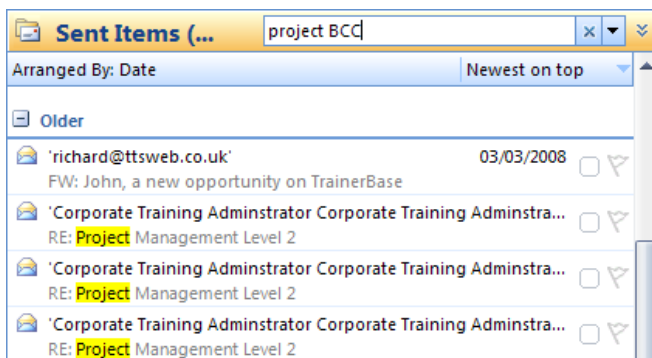


If you want to search a particular folder it is therefore best to open it first and then add criteria in the search field...

- Open the folder of interest
- Next enter the search term you want to look for

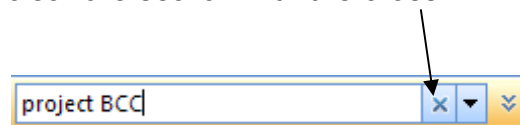
**As soon as you enter a term Outlook starts looking for it by default – if not select the Magnifying Glass.**

- Once Outlook has found an item that matches your criteria it list it as shown below...

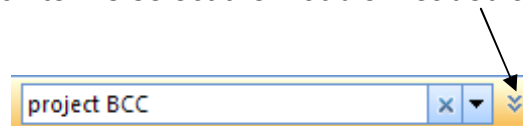


**Note that search terms are highlighted in Yellow.**

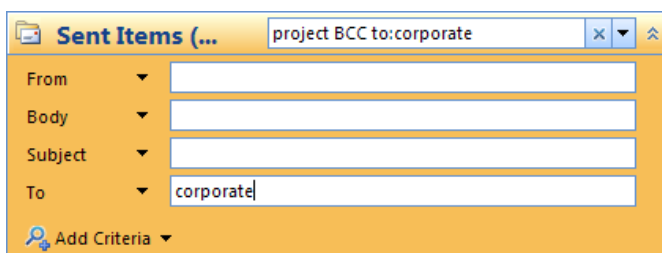
- Once done you can clear the search with the cross...



- To expand the search terms select the Double-Headed arrow...



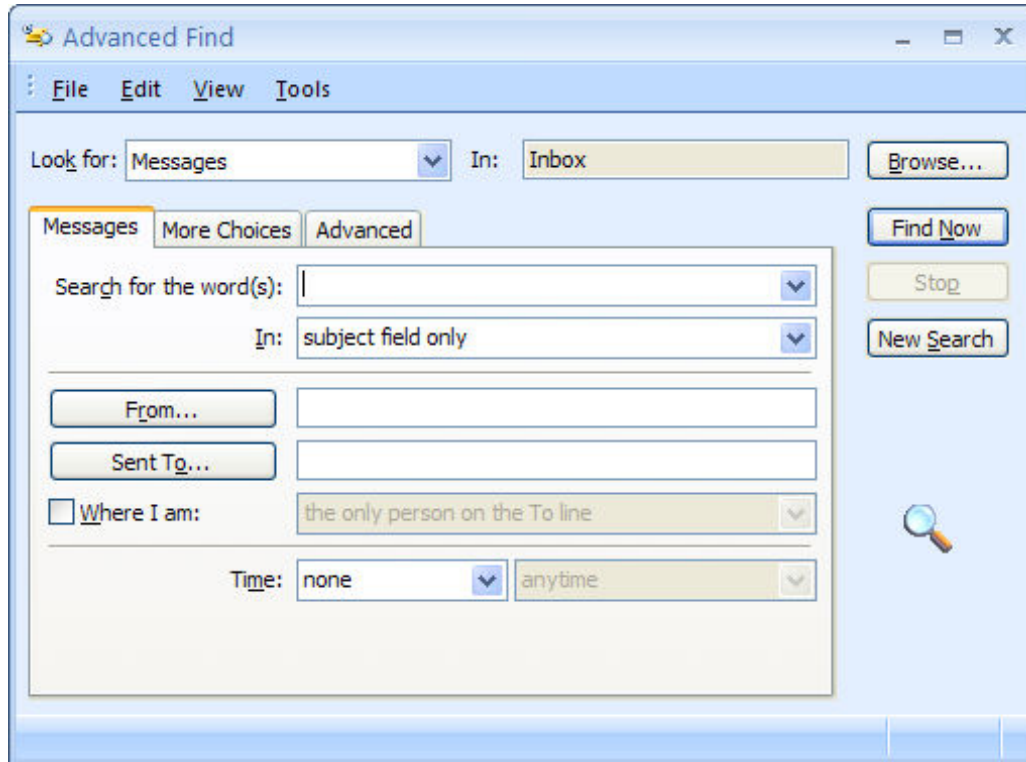
You will now see additional Criteria as shown below...



## 2.16 Advanced Find

If the Search Bar is not able to locate the items you want there is an enhanced search option available called Advanced Search.

- Select the **Tools** menu and then **Instant Search** and **Advanced Find**
- You will now see the **Advanced Find** dialog as shown below...

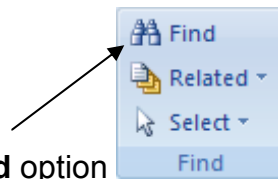


### NB

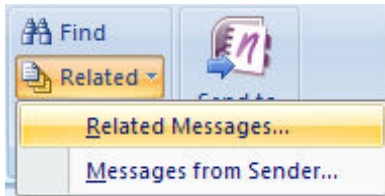
**The Advanced Find dialog allows you to search for any Outlook item, including Messages, Appointments and Contacts.**

## 2.17 Find Related Messages

- **Double Click** item to view it, and then...

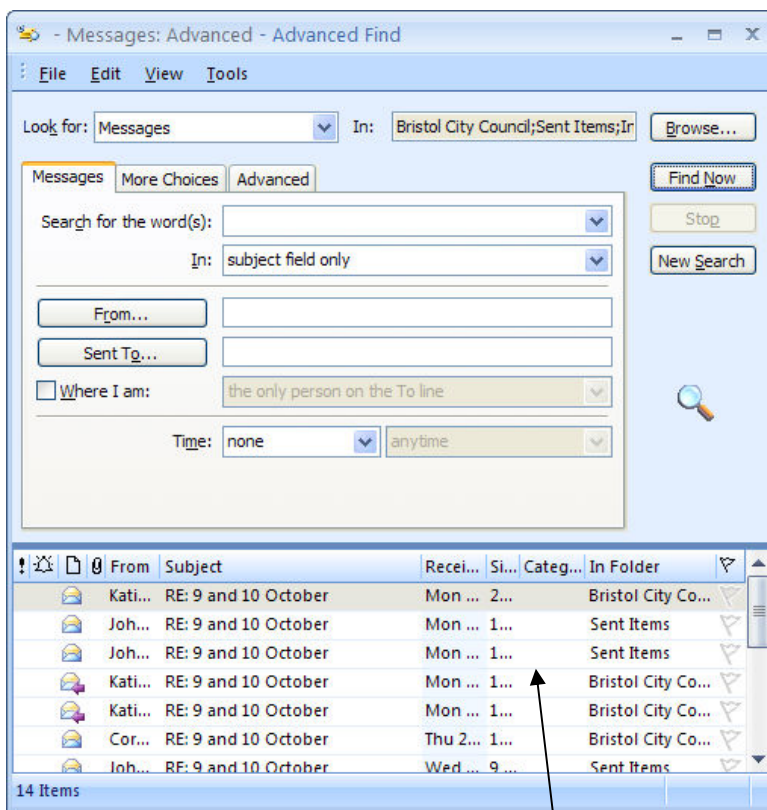


- Use the **Find** option on the Ribbon to...
- Search for **Related Messages**...



Alternatively...

- **Right Click** on a message and select **Find All** and **Related Messages**...



- All related messages are shown here

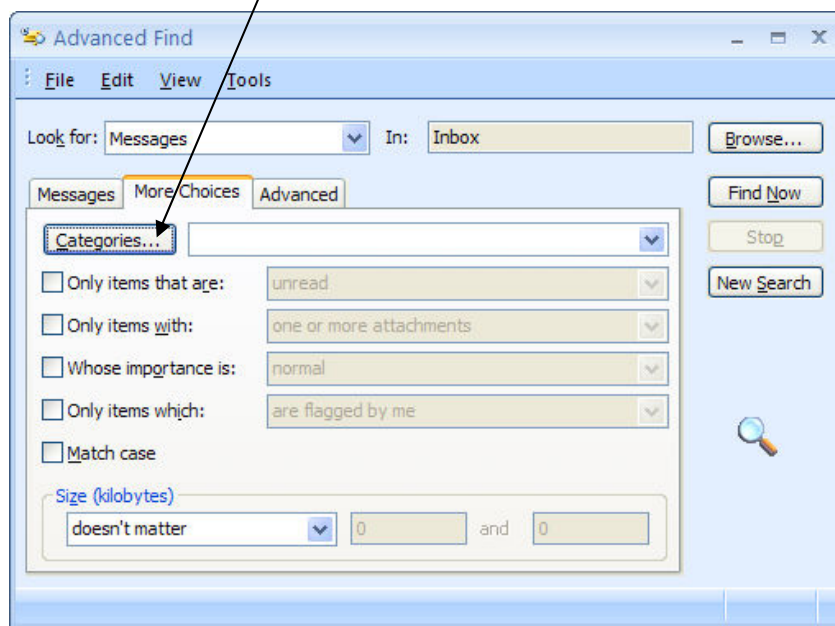
**NB**

**You can carry out a similar search to find all messages from the selected sender.**

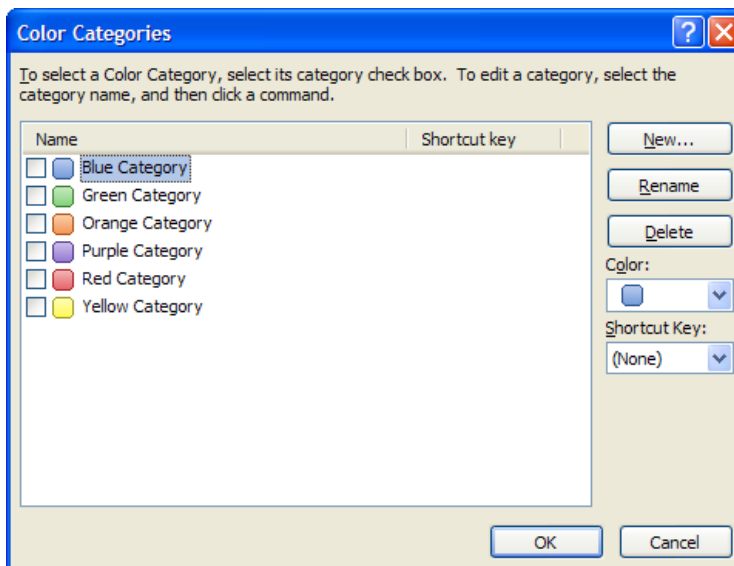
## 2.18 Find by Category

Categories are a very useful way of grouping related items together. There is a default Search Folder that will list all messages with a category set but if you want to search for say just those with Blue or Red categories you will need to use the Advanced Find function.

- Select the **Tools** menu and then **Instant Search** and **Advanced Find**
- From the **Advanced Find** dialog select the **More Choices** tab and then the **Categories** button...



- You will now see a list of available colour categories...



- Simply select an existing category and then **OK**
- Once done select the Magnifying glass in the Advanced Search dialog to start the search

**Note that you can create your own categories with the New button.**

## 2.19 Drafts Folder


Drafts are interim copies of messages which may be stored for rework or sending at a later date.

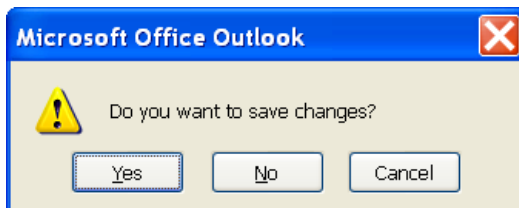
Drafts are 'auto saved' every 3 minutes but you can manually save one at any time. This is especially useful if you can't quite finish a message or if you need compose a message in several stages.

### NB

**You can change the time before auto-save in draft mode via the Tools menu and Options. Select the Preferences tab, e-mail Options and then Advanced e-mail Options.**

To save a draft manually...

- Compose your message and use the **Save** button  as you go or...
- Press **Ctrl + S** or..
- Compose your message and attempt to close it without sending or saving it
- You will now see a warning dialog as shown below...



- Choose 'Yes' and the message is saved in the 'Drafts' folder

## 2.20 Save As

Any message can be saved as a file outside of Outlook.

A variety of formats are possible such as Text and HTML. This allows them to be read in packages other than Outlook.

- Select an item and then select **File** and **Save As...**

### NB

**You can also save a backup copy of any message if you Save As using the Outlook Message Format of \*.msg.**