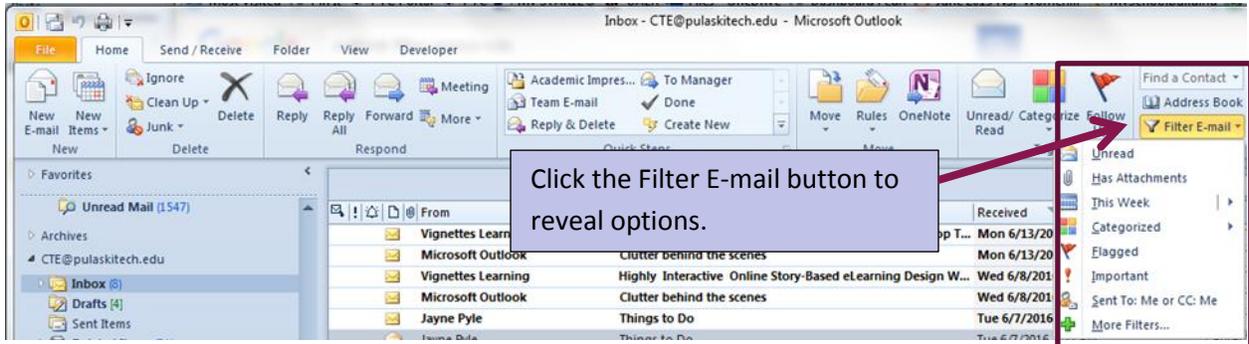# Outlook Filters

The Filters tool allows you to see only those messages that meet a certain criteria. Filters are used for one-time searches and are based on more than keywords. Outlook has a set of filters set up for you, but you have the option to customize your searches even more. Filters apply only to the current folder, but you can adjust this with the More Filters option.

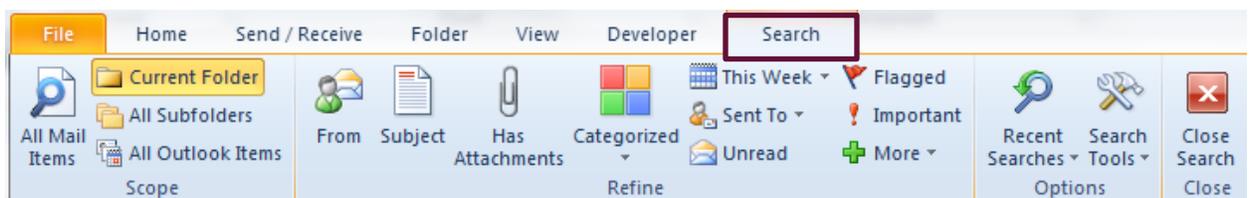To access your Outlook filters, click on Filter Email, on the Home tab, in the Find section.

The default filters:

- **Unread:** finds all unread email
- **Has attachments:** finds all email with attachments
- **This week:** finds all email sent this week
  This selection also allows you to select today, yesterday, last week, next week, last month, next month, last year, this year.
- **Categorized:** finds all email based on the category you select
- **Flagged:** finds all email that has been flagged
- **Important:** finds all email that has been marked as important
- **Sent To Me or CC: Me:** finds all email in which your name was in the To: field or the CC: field.
- **More Filters...:** provides you with more options

More Filters

When you select the More Filters option, you see a new ribbon, the Search ribbon. Elements on this ribbon allow you to modify your filter to fit your needs. Hover over items on the ribbon to see a pop-up box that describes how they can be utilized.
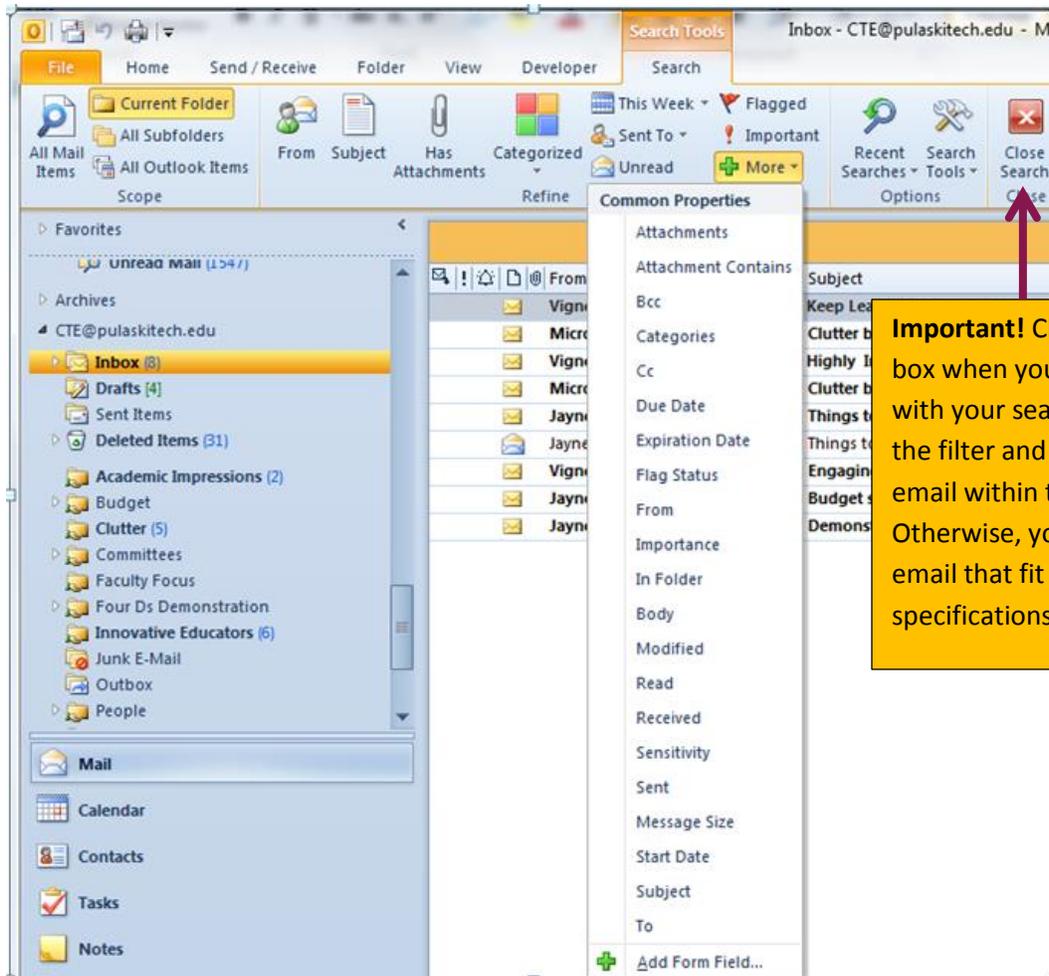
Created June 2016

Clicking on items with arrows to the right of the icons will reveal options. In the image below, you can see that you get the option to filter email not sent directly to you or that was sent to another recipient, rather than the default option of filtering email where you were the recipient.

Allows you to broaden the search beyond just the current folder

Clicking the More option above will provide you with even more options.

Important! Close the Search box when you are finished with your search. This stops the filter and shows all of the email within the folder. Otherwise, you will only see email that fit the filter specifications.