

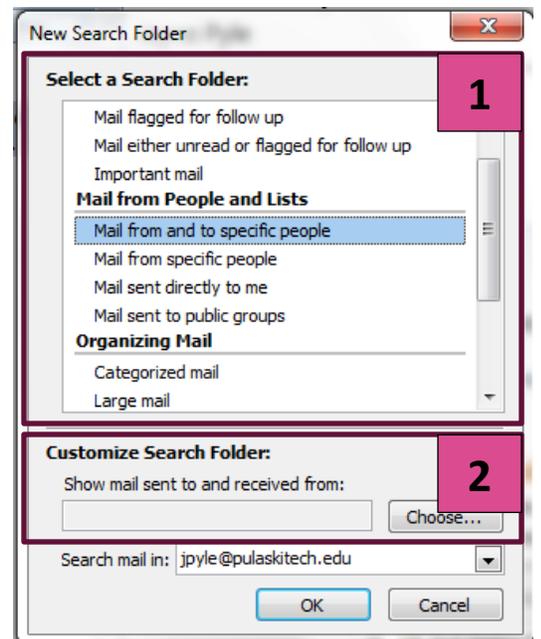
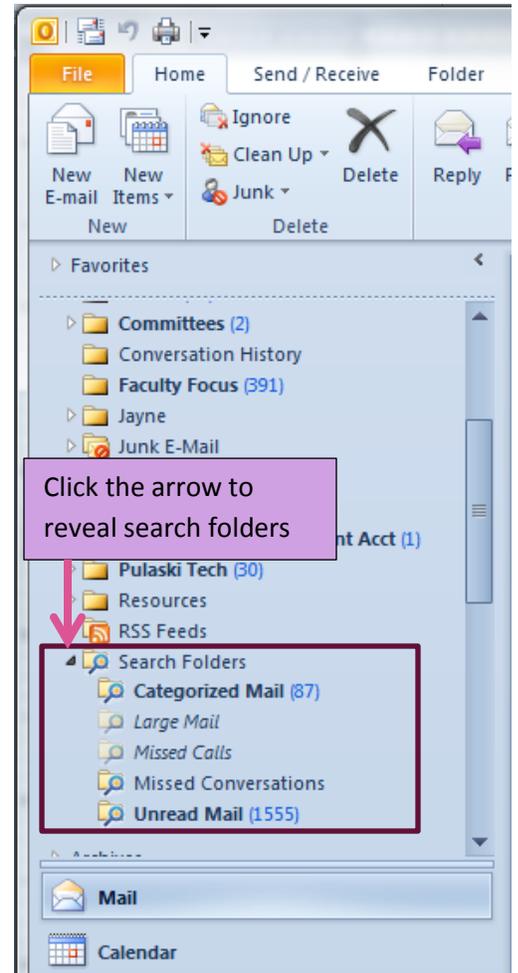
Outlook Search Folders

Search folders are folders you create that “hold” all of your email that fits a particular criteria. I said “hold” because the email messages are actually not within the folder. They are in whatever folder you placed them. Think of search folders as stored searches on particular criteria, only the results are updated as new email comes in.

The default search folders you see may differ between versions of Outlook. To see what the default search folders you have, click on the arrow beside “Search Folders,” in the Outlook Mail navigation pane (see image). These search folders check every other folder in the specified account, including Deleted Items.

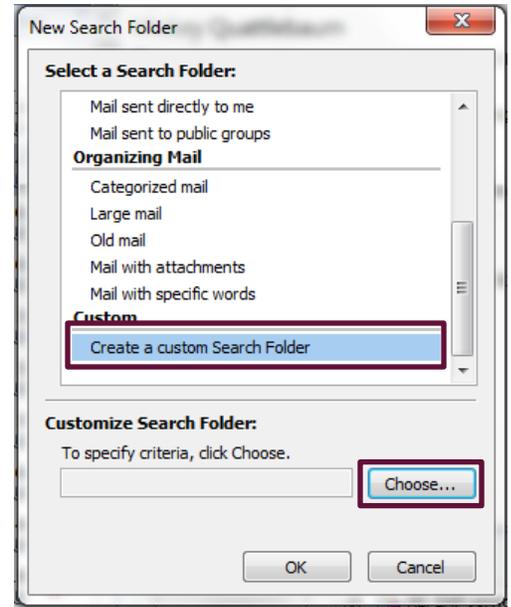
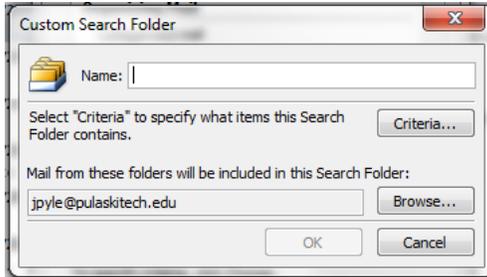
Adding a Search Folder

1. In Outlook Mail, right-click on Search Folders in the navigation menu at the left (see image to right).
2. Select “New Search Folder.”
3. A “New Search Folder” dialog box pops up to let you select from predefined options. You can choose one of these or select “Create a custom Search Folder” at the bottom of the list (must scroll down to see it). When you select certain options from Box 1, you will be asked for more information in Box 2. For example, selecting “Mail from and to specific people,” will bring up a box (below the list) that asks you to choose the people for the search.
 - Categorized Mail will ask you which category
 - Large Mail will ask you to designate the size
 - Old Mail will ask you to designate how old
4. If you choose one of the predefined options from Box 1 and any additional information for Box 2, you only have to click OK. The folder will be placed with your other Search Folders. If you choose “Create a custom Search Folder,” you have a few more steps (see next section).

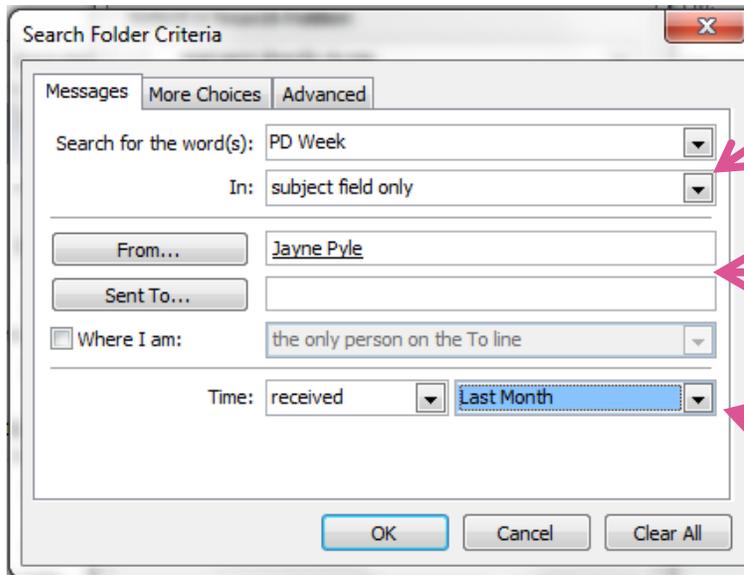


Customizing a Search Folder

1. Follow the steps above to create a search folder, but instead of selecting one of the predefined options, select “Create a custom Search Folder” at the bottom of the list.
2. Below that, click the “Choose” button to specify criteria for your search. This will bring up a dialog box to start selecting your custom settings.
3. Name your search folder and click the “Criteria” button.



4. Here you will begin selecting the criteria you need for your search folder. Select or change only those fields that you need. Not every box has to be filled. In this example, I am searching for the words “PD Week,” when they are in the subject field only, when they were sent from me, and that were received in the last month.



Select key words to look for, then select where you want the system to look for those words.

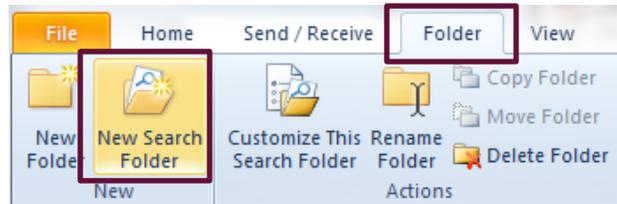
If you want to specify who the mail came from or who it was sent to, choose that info here.

This area lets you select the time and the timeframe to pull from.

5. Click the More Choices and Advanced tabs at the top of this window to see even more options for your search. Once you have made your selections, click OK.
6. Click OK again, when the Custom Search Folder dialog box comes up again. Outlook will create the folder, do a search based on the parameters provided, and open the search folder you created.

Notes

- If you delete a search folder, none of your email will be deleted.
- Search folders can only search within one account/.PST file.
- If you create a search based on words, Outlook will include mail with words that contain the words you prescribe. For example, if you use the word “rain” in your search criteria, Outlook will include email with the words train, brain, raining, training, etc.
- Search folders do not actually contain email. They contain search results.
- You can also create new Search Folders from the “Folders” tab.



Resources

- Find Messages or Items with a Search Folder (official Microsoft information)
<https://support.office.com/en-us/article/Find-messages-or-items-with-a-Search-Folder-24e1a8e4-dfb6-4662-bf37-ea769925f094>
- Microsoft’s training site for the last several versions of Outlook, including for Mac
<https://support.office.com/en-us/article/Outlook-training-8a5b816d-9052-4190-a5eb-494512343cca?ui=en-US&rs=en-US&ad=US>
- Microsoft Outlook: Creating Custom Search Folders (Video)
https://www.youtube.com/watch?v=Xla9sjZ_VyA