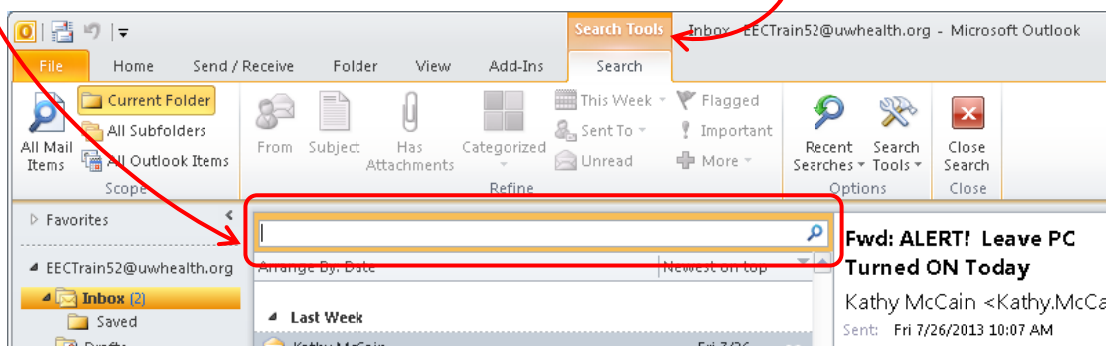


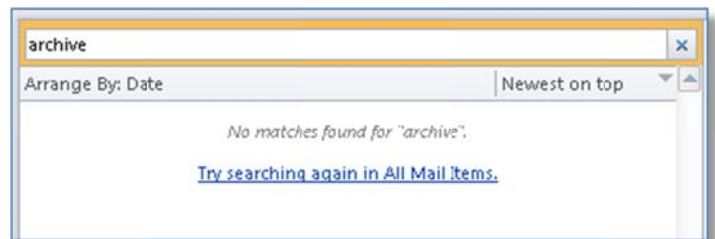
## Finding Outlook Items

Finding a particular e-mail message can be tough and time-consuming. Typically you either find exactly the message you want, or you're bombarded with lots of similar messages - everything except the one you want. Outlook 2010 makes searching more efficient with new features including a Search Tab in the Ribbon, a Search Suggestion List and an expanded scope.

Searching starts by clicking in the Search box at the top of the window. Notice how the Ribbon changes to display the Search Tools tab.



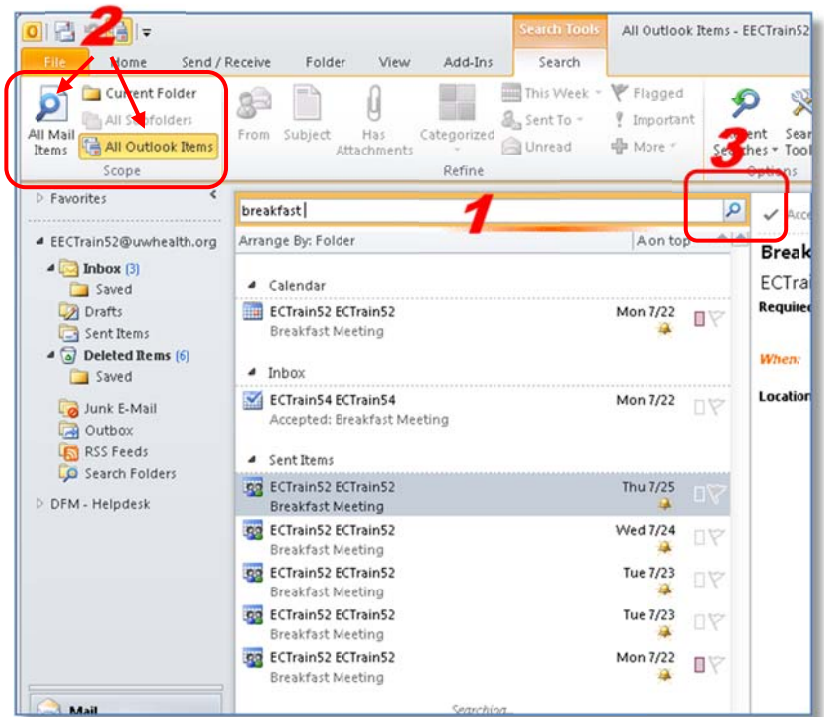
Initially, Outlook searches in the folder you started in. For instance, if your search started in the Inbox, it will try to locate matching results from the Inbox. If the item isn't found here, the search can be expanded to include all the other folders under the mailbox.



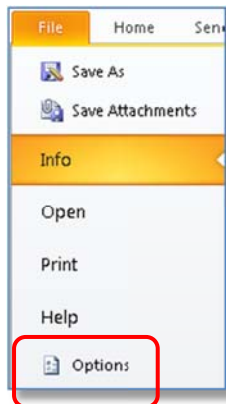
**1** You can automatically search All Mail Items or even All Outlook Items (includes Calendar items) immediately, by clicking in the search field and then typing in your search....

**2** Click All Mail Items or All Outlook Items in the Search tab.....

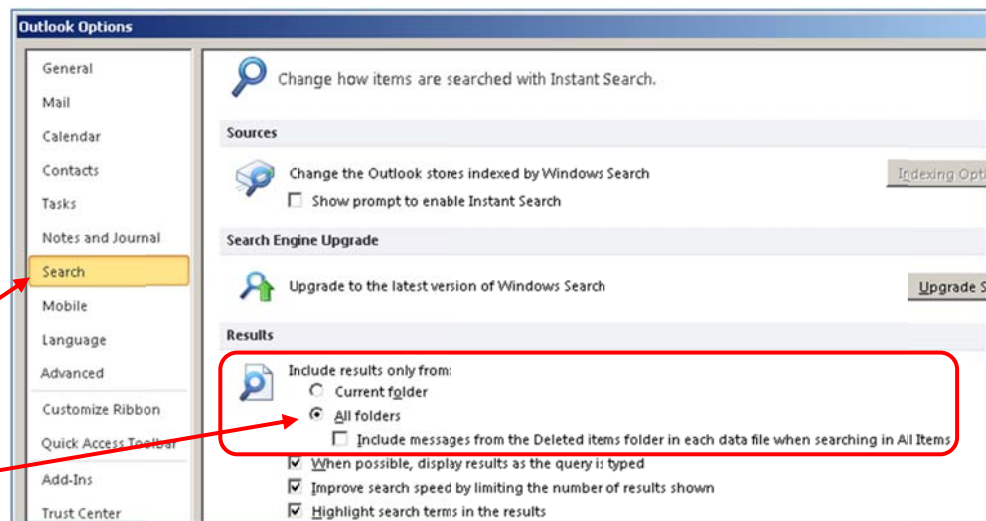
**3** Click the Search button



Want to always search your entire mailbox?  
On the File tab, select Options



Click Search



Change from  
Current folder to  
All folders

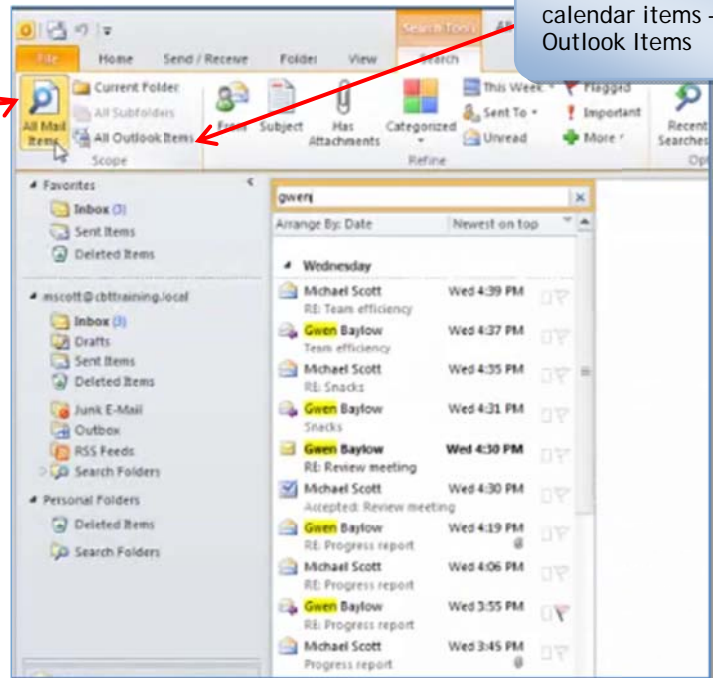
NOTE: This will not include calendar items - you will still need to select All Outlook Items identified in Step 2 above to include calendar items in your search

Sometimes the search works too well, returning too many messages. The Search tab allows you to narrow down the results and locate the desired message.

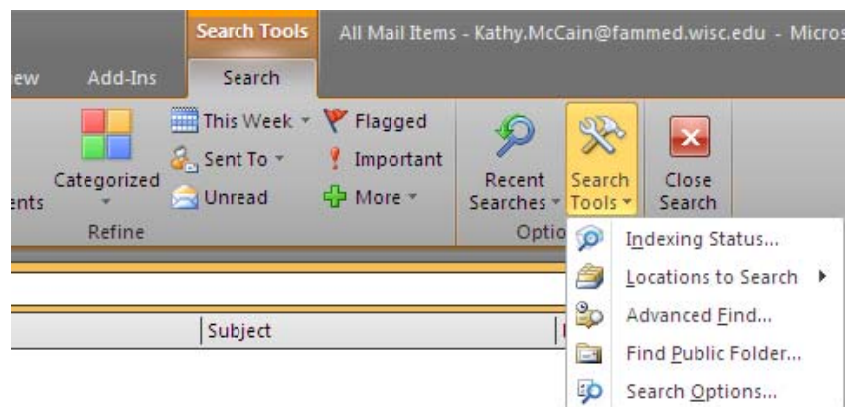
Gwen recently sent me a message that I need to find. I don't really remember the subject of the message, so I'll search using Gwen's name. The message isn't in the Inbox, so I'll expand the search to include all other folders by clicking the All Mail Items button.

To view all mail items and calendar items - click All Outlook Items

Now I'm seeing all the messages sent to or from Gwen, as well as the ones where her name appears in the body.



To refine your search even more, click Search Tools on the ribbon and select Advanced Find...

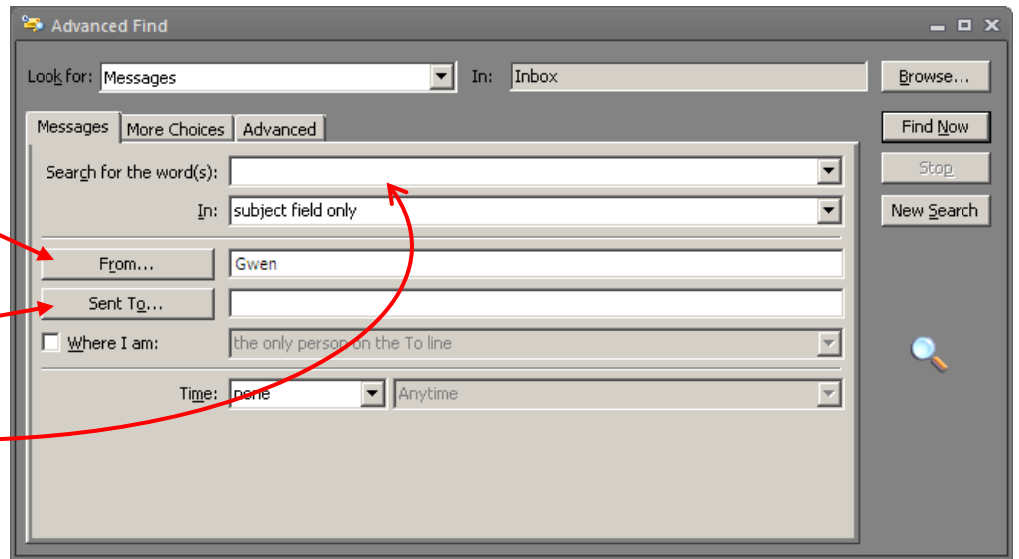


Here you can filter your search by showing only messages From Gwen,

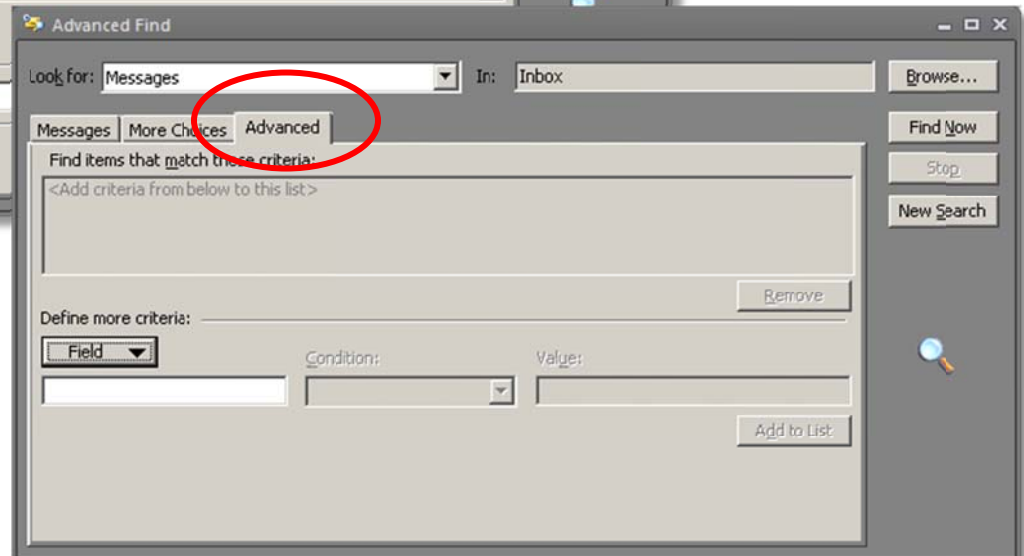
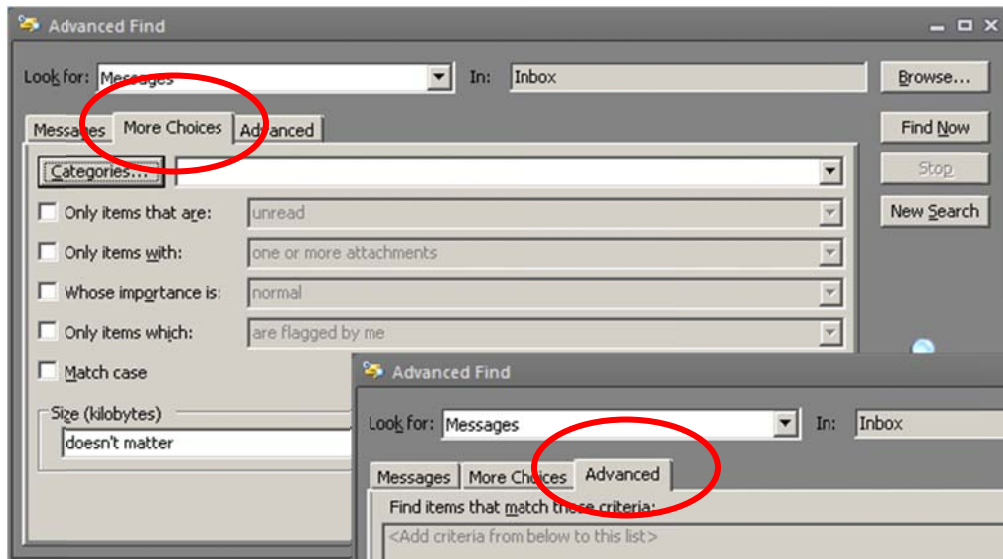
only Sent To a particular person,

with certain words in the subject field

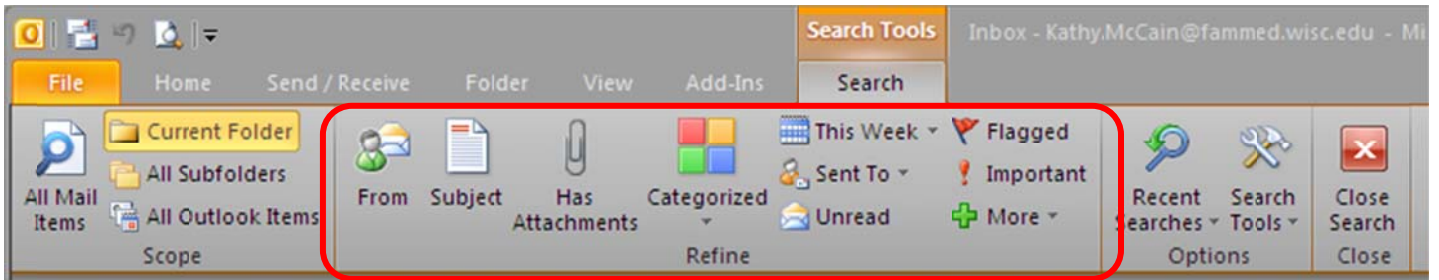
and so on.



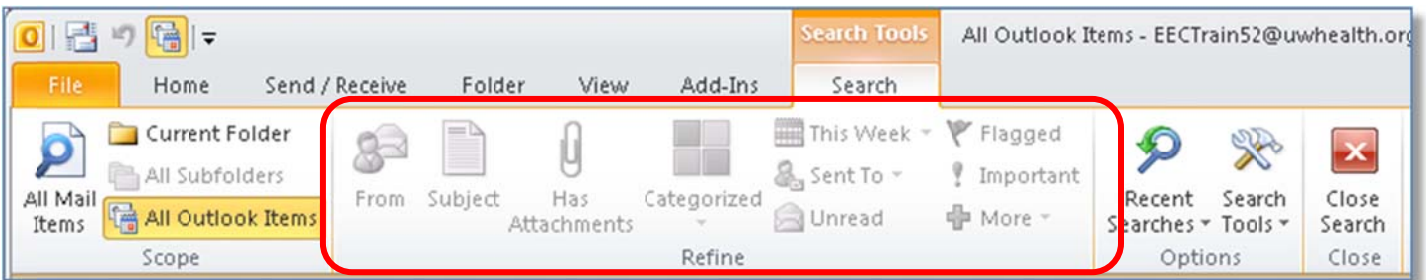
Click the More Choices or Advanced tab for more options



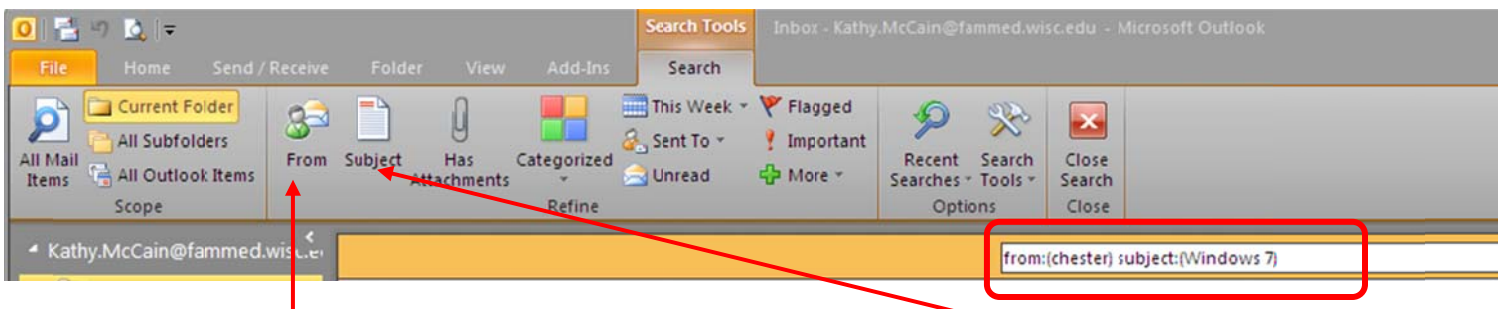
Some computers have the correct Windows Search engine installed - if so, you will see more search options on the Search Ribbon



Otherwise, these items are greyed out



To use these search options, click the option FIRST, then type in your search words - you can even string several options together. In this example, I'm searching: FROM: (Chester) with the SUBJECT: (Windows 7).



I clicked From and then typed Chester. Then I clicked Subject and typed Windows 7.