

E-mail: Searching Overview

Contents

This publication contains the following topics:

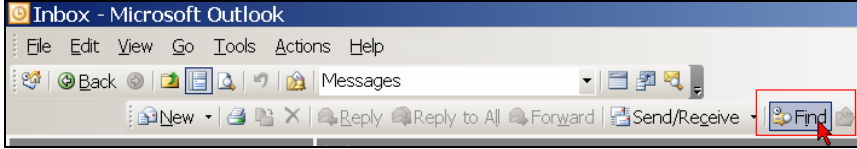

Topic
Simple Find
Advanced Find
Closing the Find toolbar
Using Filters

Applicable usage

Outlook 2003 Client

Searching: Simple Find

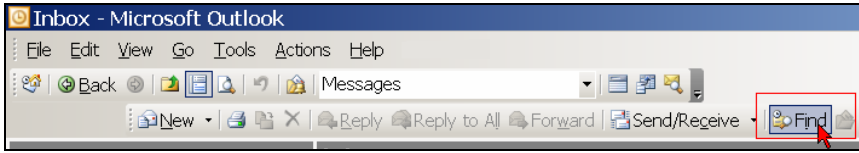
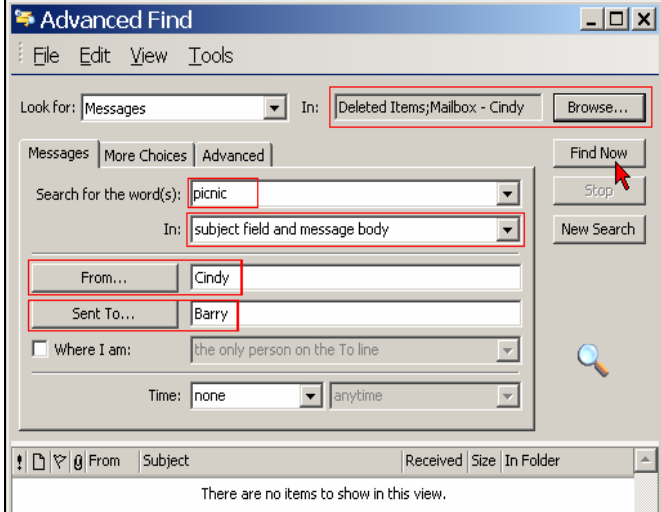
Basic Find Procedure

Step	Action
1	<p>Click Find on the E-mail toolbar.</p>  <p><i>Result:</i> The Find tool bar appears.</p> 
2	<p>In the Look for: text box, type keyword(s).</p>
3	<p>Click on the down arrow next to the Search In button.</p>
4	<p>In the drop-down menu which appears:</p> <p style="padding-left: 40px;">Select one of the Outlook combinations listed</p> <p style="text-align: center;">-OR-</p> <p style="padding-left: 40px;">Click the Choose Folders... option at the bottom of the menu.</p> <p><i>Result:</i> Your list of folders appears</p>
5	<p>Click in the box next to each folder you want to include in your search to include it in the search.</p>
6	<p>When all selections are made, click OK.</p>
7	<p>Click on the Find Now button in the Find menu bar.</p>

Searching: Advanced Find

Advanced Find procedure

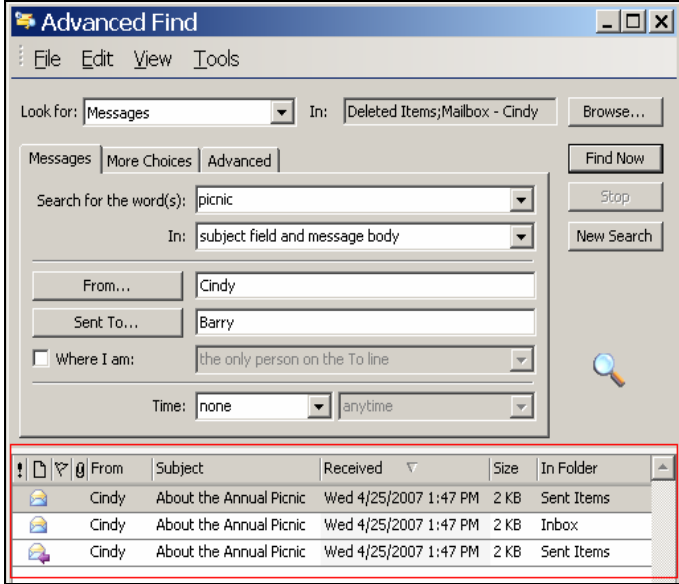
The Advanced Find function can be helpful when searching a large amount of data.

Step	Action
1	<p>Click Find on the E-mail toolbar.</p>  <p><i>Result:</i> The Find tool bar appears.</p>
2	<p>Click on the Options down arrow and choose Advanced Find...</p> <p><i>Result:</i> The Advanced Find box will pop-up.</p>
3	 <ol style="list-style-type: none"> 1. Click the Browse button to select the folders to be searched. 2. Enter any search criteria in the fields provided in the Messages tab, More Choices tab, and Advanced tab. 3. Click the Find Now button to begin the search.

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Searching: Advanced Find, Continued

Advanced Find procedure (continued)

Step	Action																				
4	Matching results will be displayed at the Advanced Find box.  The screenshot shows the 'Advanced Find' dialog box with the following settings: 'Look for:' Messages, 'In:' Deleted Items;Mailbox - Cindy, 'Search for the word(s):' picnic, 'In:' subject field and message body, 'From...' Cindy, 'Sent To...' Barry, 'Where I am:' the only person on the To line, and 'Time:' none. The results list at the bottom shows three entries for 'Cindy' with the subject 'About the Annual Picnic', received on 'Wed 4/25/2007 1:47 PM', and 2 KB in size, located in 'Sent Items' and 'Inbox' folders. <table border="1"><thead><tr><th>From</th><th>Subject</th><th>Received</th><th>Size</th><th>In Folder</th></tr></thead><tbody><tr><td>Cindy</td><td>About the Annual Picnic</td><td>Wed 4/25/2007 1:47 PM</td><td>2 KB</td><td>Sent Items</td></tr><tr><td>Cindy</td><td>About the Annual Picnic</td><td>Wed 4/25/2007 1:47 PM</td><td>2 KB</td><td>Inbox</td></tr><tr><td>Cindy</td><td>About the Annual Picnic</td><td>Wed 4/25/2007 1:47 PM</td><td>2 KB</td><td>Sent Items</td></tr></tbody></table>	From	Subject	Received	Size	In Folder	Cindy	About the Annual Picnic	Wed 4/25/2007 1:47 PM	2 KB	Sent Items	Cindy	About the Annual Picnic	Wed 4/25/2007 1:47 PM	2 KB	Inbox	Cindy	About the Annual Picnic	Wed 4/25/2007 1:47 PM	2 KB	Sent Items
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5	To select an email, double-click anywhere on the e-mail line.																				
6	To save the results, go to the File menu, and choose Save Search as a Search Folder .																				

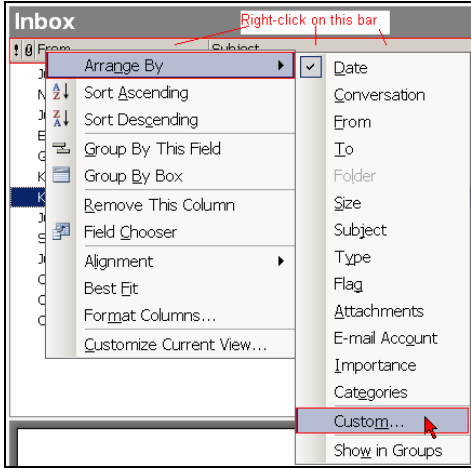
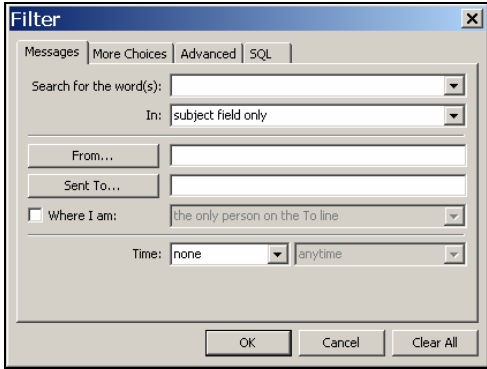
Closing the Find toolbar

Click on the **X box** on the far right of the Find toolbar.

Searching: Using Filters

Using Filters

Filter will search only for messages, not other items, and will only search for messages in the folder currently being displayed. Results cannot be saved unless they are moved to a folder.

Step	Action
1	<p>Right click on the field names tool bar in the Inbox window. Select Arrange By >> Custom...</p>  <p><i>Result: The Customize View: Messages box will pop-up.</i></p>
2	<p>Click the Filter button to bring up the Filter pop-up screen.</p> 

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Searching: Using Filters, Continued

Using Filters (continued)

Step	Action
3	<ul style="list-style-type: none">• In the Filter box, set parameters that will help the system identify the items you are seeking.• When done, click the OK button on the Filter screen. <p><i>Note:</i> The filter criteria will appear next to the Filter button.</p>
4	<p>Click the OK button on the Customize View: Messages box.</p> <p><i>Result:</i> The filtered results will appear in the e-mail folder.</p> <p><i>Note:</i> Notice the (Filter Applied) message on the right in the folder header area.</p>

To cancel filter

1. Right click on the field names tool bar in the Inbox window.
 2. Select **Arrange By >> Custom...**
 3. Click the Reset Current View button.
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