Microsoft Outlook 2013: Using Search Folders

Search Folders can save you a lot of time searching through your emails. You can create a Search Folder for a common search but then also Customized one for all the emails that are marked with Flags or have a Category.

Add a Predefined Search Folder

In Outlook, on the Folder tab, in the New grouping, click New Search Folder.

New Search Folder	23	
Select a Search Folder:		
Reading Mail	•	
Unread mail		
Mail flagged for follow up		
Mail either unread or flagged for follow up	E	
Important mail		
Mail from People and Lists		
Mail from and to specific people		
Mail from specific people		
Mail sent directly to me		
Mail sent to public groups		
Organizing Mail	-	
Lustomize Search Folder:		
Search mail in: Mailbox - Gribble Jeanette		
OK Can	cel	

A **New Search Folder** dialog box opens. Notice the already predefined popular ones there under **Reading Mail, Mail from People and Lists** and **Organizing Mail**. The example below is from **Mail from People and List**, then **Mail sent directly to me.** Notice the **Search Folders** when opened has this new folder. Inside that folder are all the emails that apply to that specific search, it shows the Folder where that email is located.

Tip: To change the criteria for any Search Folder, right-click the folder in the Navigation Pane, click **Customize this Search Folder**, click **Criteria**, and then change the criteria. The criteria of Search Folders in the **Reading Mail** group, such as **Inbox**, **Drafts** or **Sent Items**, can't be changed.

Create a custom Search Folder

In Mail, on the Folder tab, in the New group, click New Search Folder. From the Select a Search Folder list, click Create a custom Search Folder. Under Customize Search Folder, click Choose. Type in a name for your Search Folder.

	Custom Search Folder
New Search Folder	Name: Jadu
Select a Search Folder: Mail sent directly to me Mail sent to public groups Organizing Mail Categorized mail Large mail Old mail Mail with attachments	Select "Criteria" to specify what items this Search Folder contains. Mail from these folders will be included in this Search Folder: gribble@dickinson.edu OK Cancel
Create a custom Search Folder	Messages More Choices Advanced Search for the word(s): Jadu
Customize Search Folder: To specify criteria, click Choose. Choose OK Cancel	In: subject field and message body

Click Criteria, and then select the options that you want.

The **Messages** tab contains criteria on the message content or properties, such as sender, keywords, or recipients.

The **More Choices** tab contains criteria on other message conditions, such as importance, flags, attachments, or categorization.

The **Advanced** tab enables you to make detailed criteria. Under **Define more criteria**, click **Field**, click the type of criterion that you want, and then click the specific criterion from the list. Then in the **Condition** box and the **Value** box, click the options that you want, and then click **Add to List**. Repeat for each criterion that you want to add to this search folder, and then click **OK**.

Click **Browse**, select the folders that you want to be searched. Click **OK** to close each open dialog box.

To Delete the Search Folder or the Contents Inside the Search Folder

Right mouse click on the folder and find the menu. The **Delete Folder** will delete the folder from under your Search Folders. The **Delete All** will delete all the emails inside that folder. Big difference, be careful!



If you do choose Delete All, you will get a prompt reminder **Are you sure you want to move all items in this folder to the Deleted Items folder?**

