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**.

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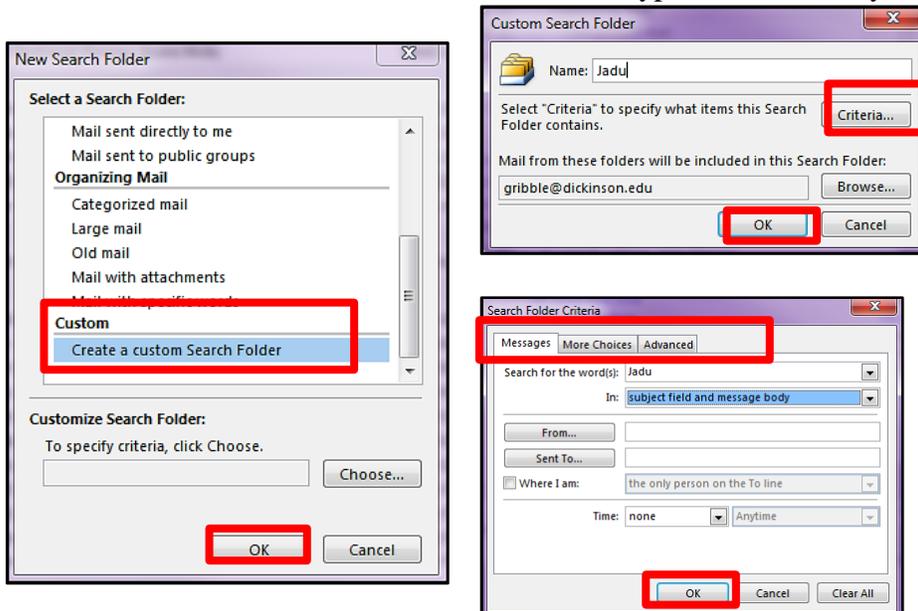
Click **Criteria**, and then select the options that you want.

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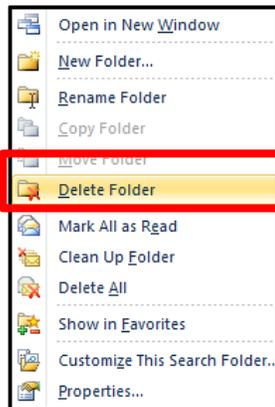
If you do choose Delete All, you will get a prompt reminder **Are you sure you want to move all items in this folder to the Deleted Items folder?**