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 a 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?**