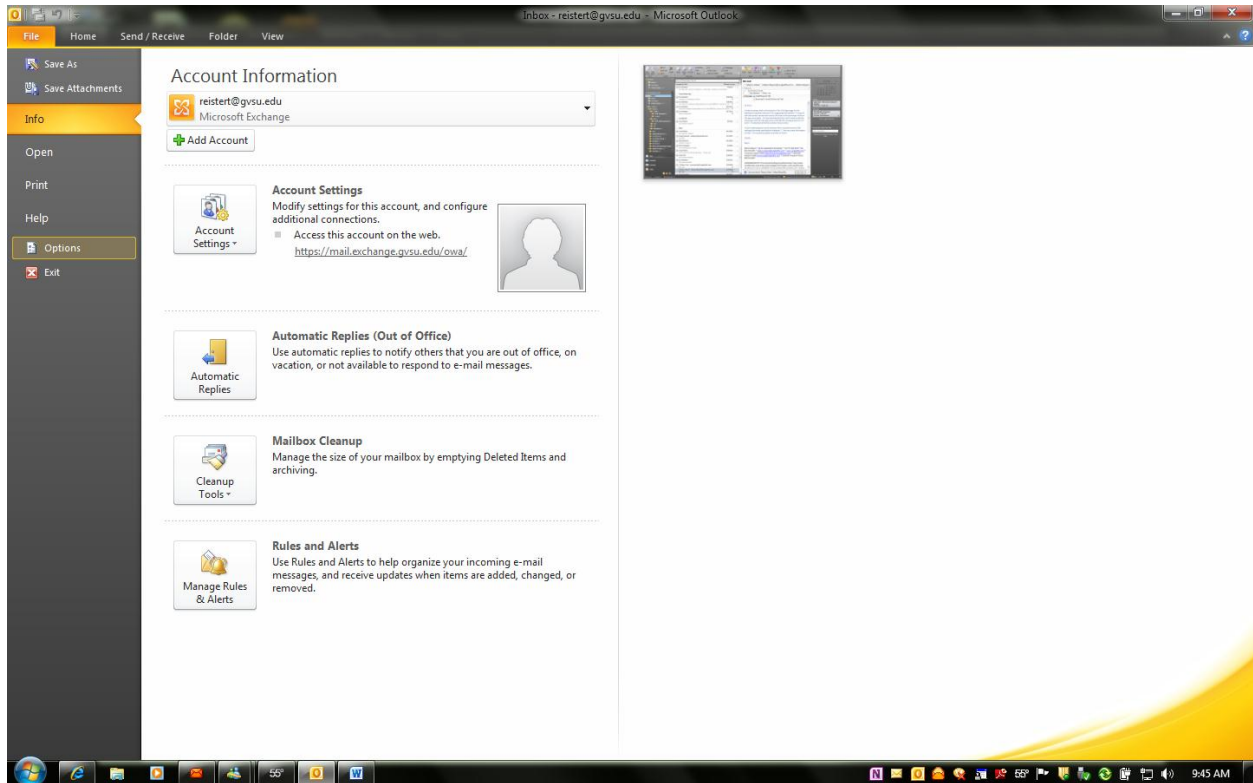
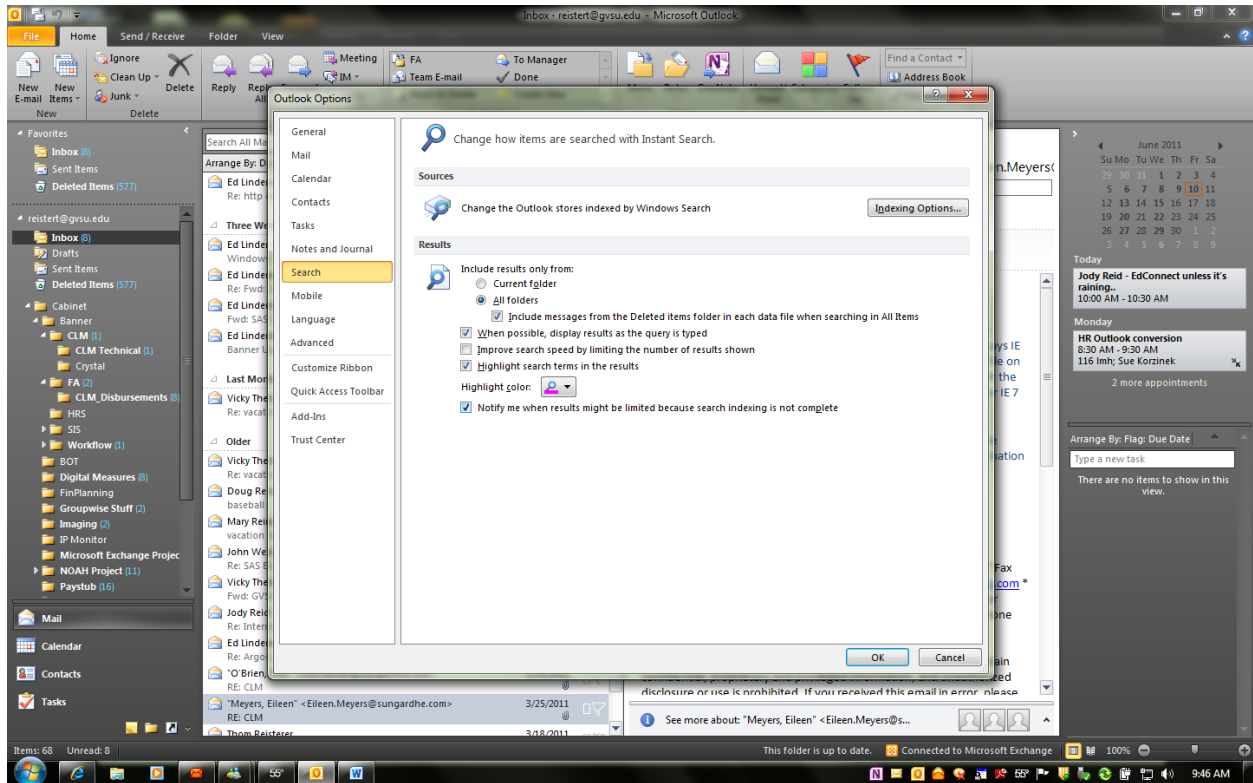


Searching/Filtering E-mails:

Prior to searching or filtering e-mails, you should double-check your Outlook settings related to the search function. To do so, click on the **File** tab within Outlook, and then click on the **Options** menu item:

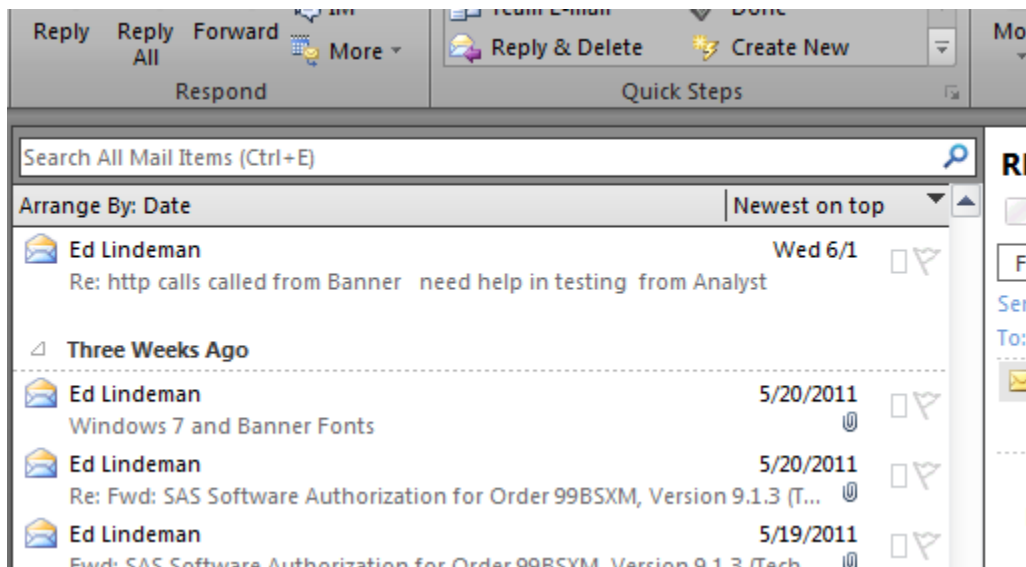


Then Select **Search** from the list of Options:

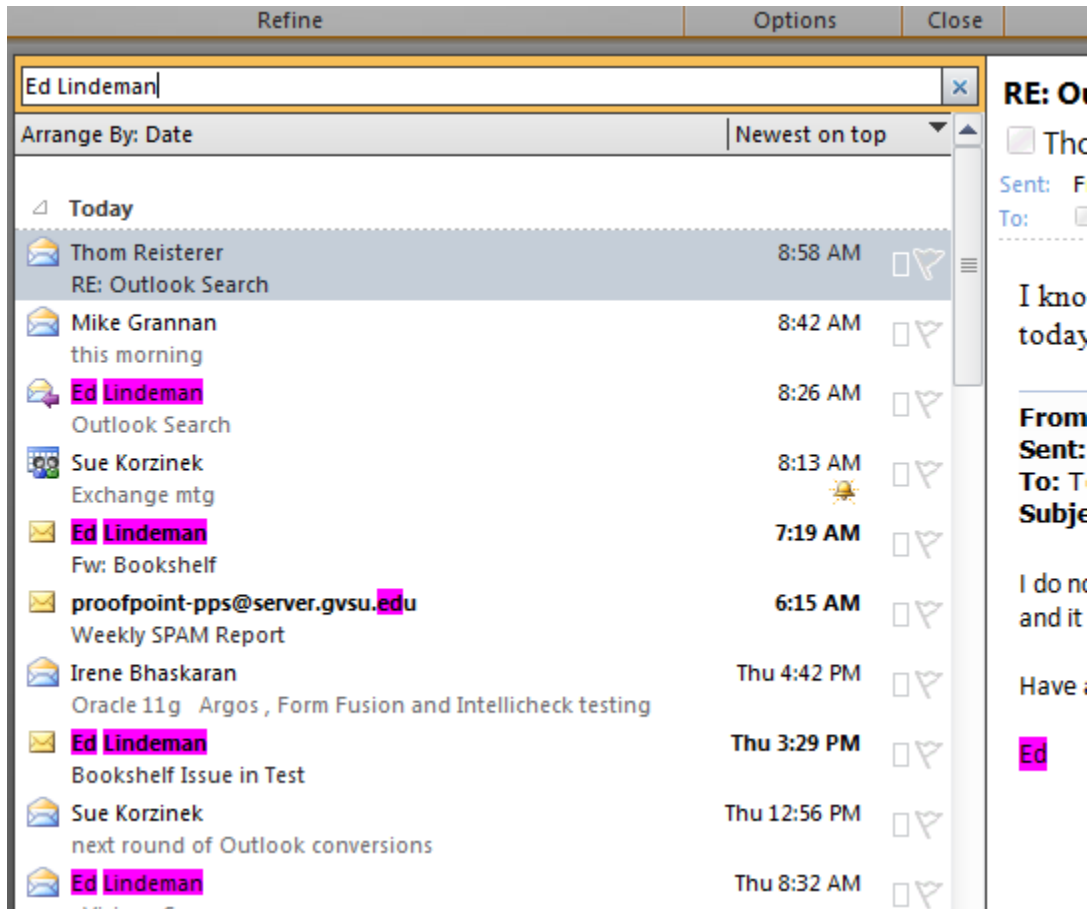


Tailor your search options to meet your needs. Revisit this page, whenever necessary, to further refine and tailor your search options. Click **OK** to save your settings.

On your main Outlook Mail page, you will see a small box above your Inbox. This is where you can perform a basic search on your mail.

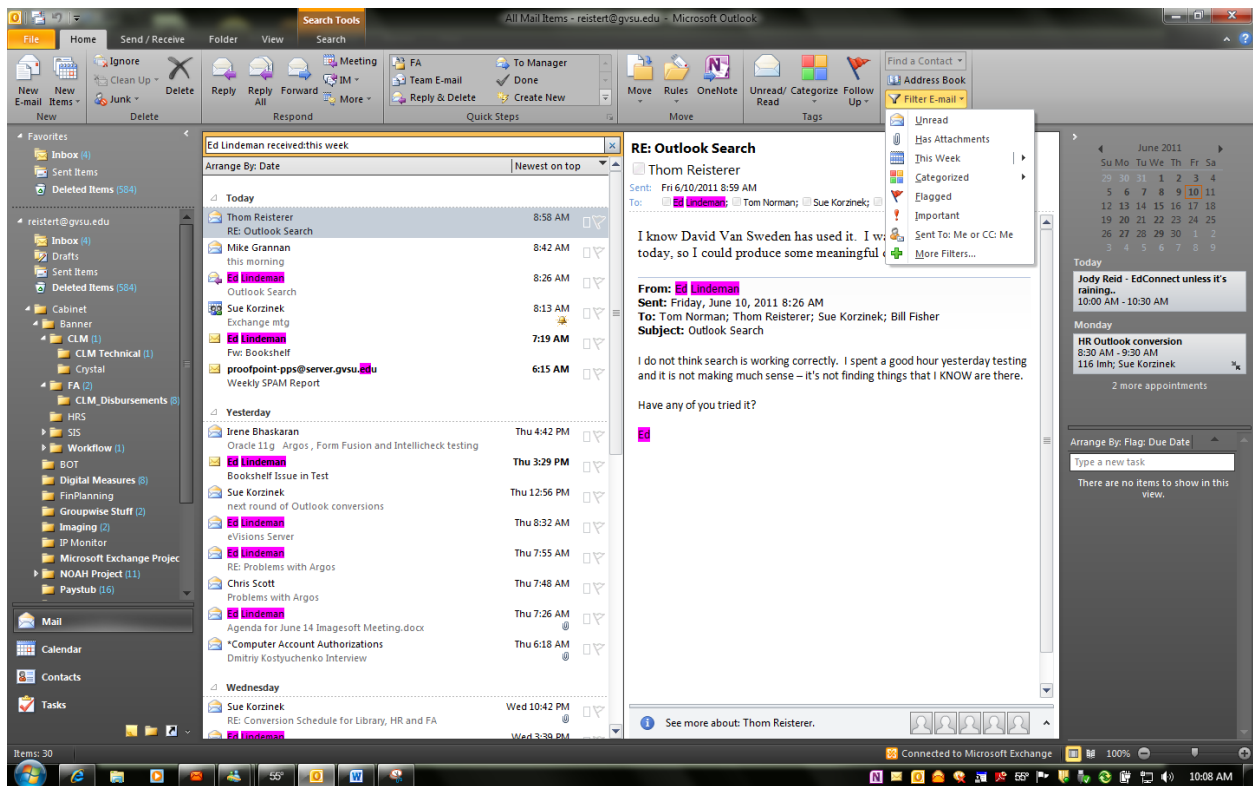
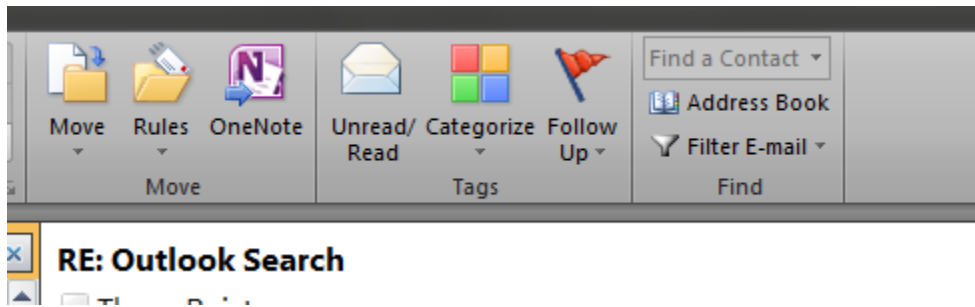


Enter your search criteria, and Outlook will highlight the results:

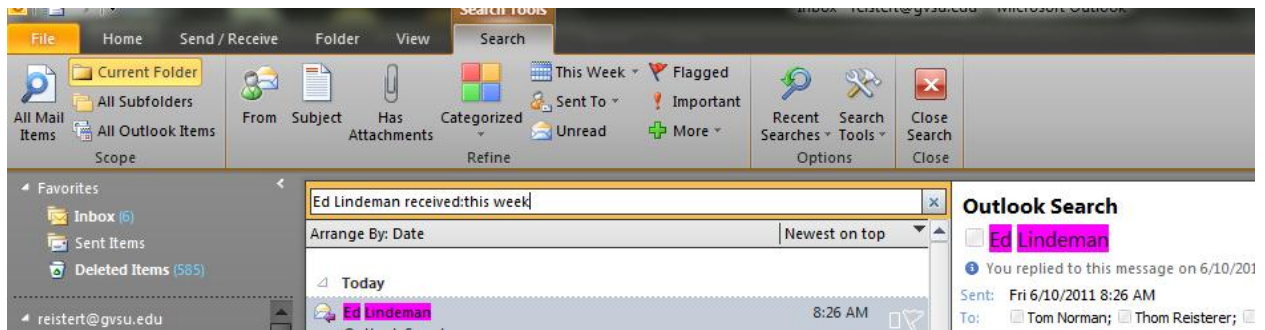


Keep in mind that it will look within the e-mails for a search criteria match. If you want to limit the e-mails shown to only those *from* a particular e-mail address, you'll want to use Filtering.

To use Filtering, click the **Filter E-mail** option on the toolbar section of your Outlook Mail page:



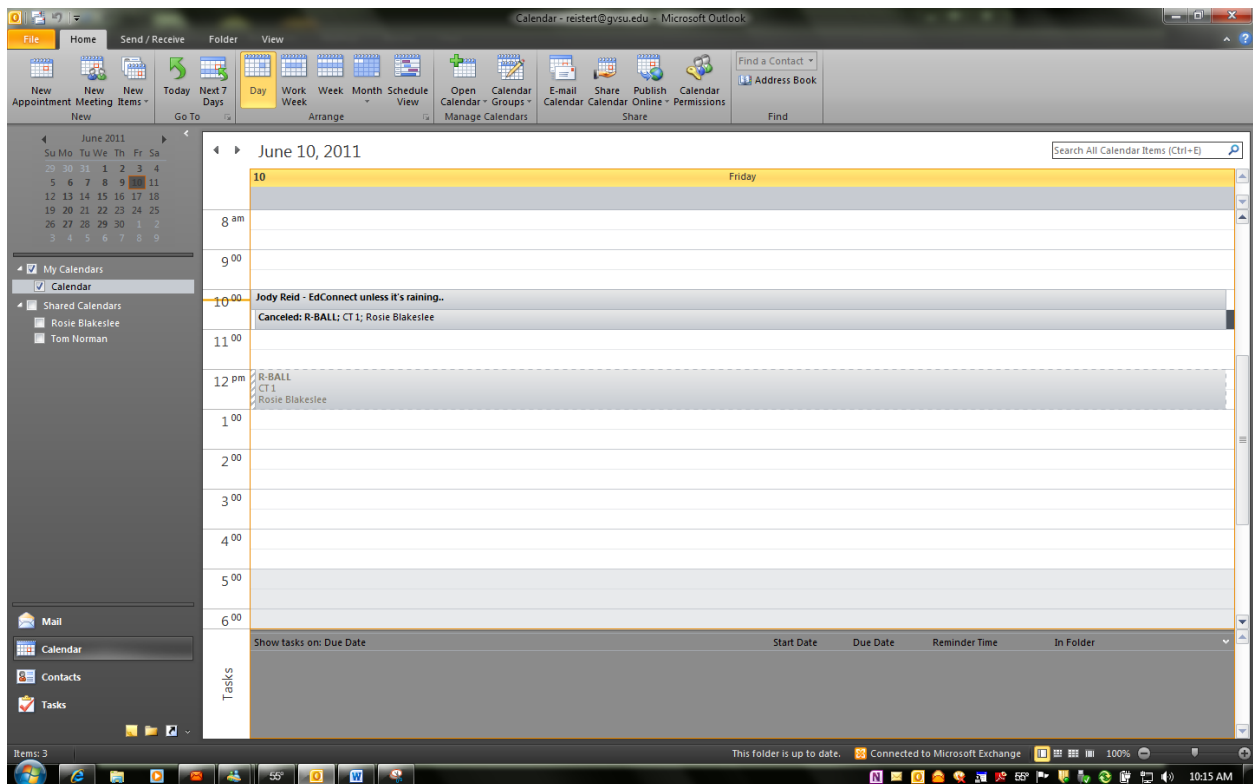
A selection of common filters is listed in the drop-down menu. If you click on **More Filters** you will be taken to the main Search page:



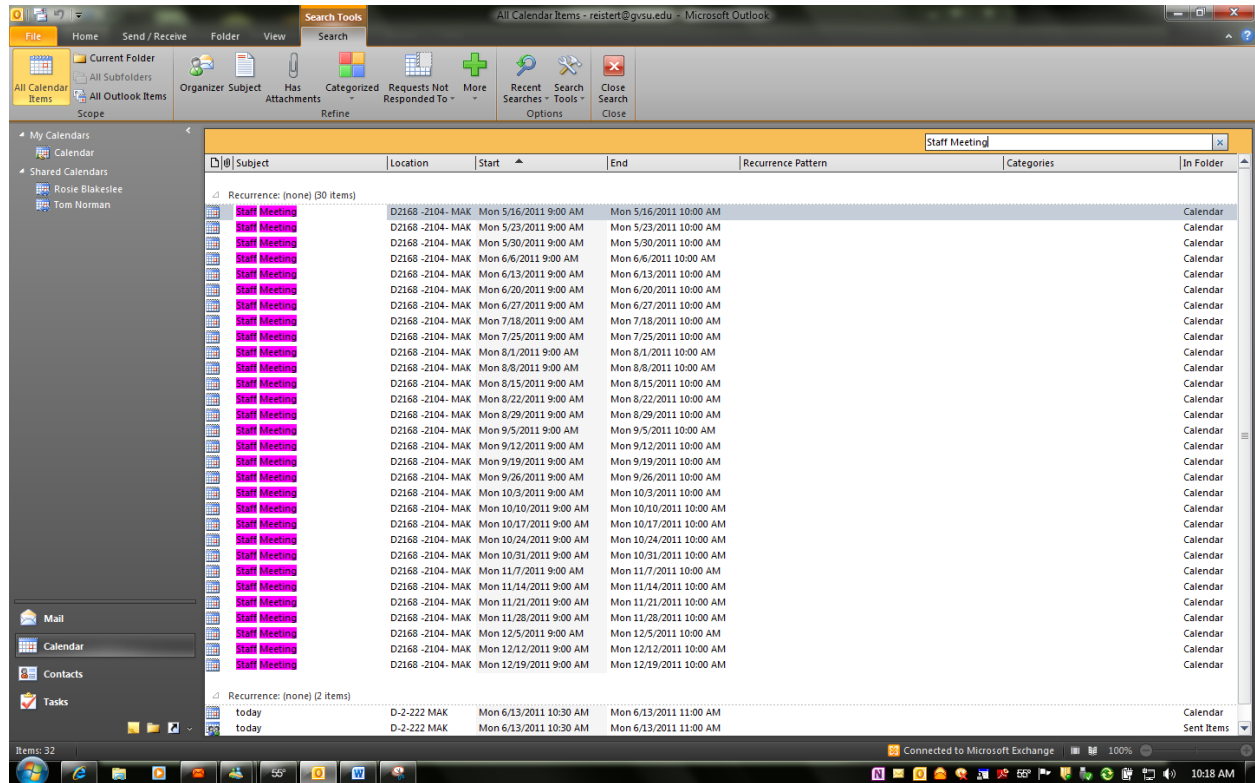
Use the various buttons and tools to tailor your search. Previous searches will be stored behind the **Recent Searches** button. When you are finished searching/filtering, click on the **Close Search** button to return to your normal Outlook view.

Searching Calendars:

A basic search function is contained within the Outlook Calendar view:



A gray box, similar to the Mail search box, is located at the upper right-hand corner of the display window. Type in your search item, (for example: Staff Meeting), and all entries that meet that criteria will be shown:



You will notice that you are taken to the Main Calendar Search page, which allows you to further refine or tailor your searching options.

For more detailed information regarding Search options or other Outlook capabilities, click on the [Blue](#)

[Questionmark](#) in the upper right-hand corner of the page. This will bring up the Outlook Help panel:

