Search Tool – Internet Explorer

If you have many messages in your Inbox, Sent Items, and other folders, it may be difficult to find a specific message. The Search tool will retrieve messages based on the text typed in the Search text box, and can be easier than searching for a message yourself.

To search for an email address, refer to Using the Address Book Feature.

Performing a Basic Search

Basic searches will retrieve messages that possess the text typed in the Search text box.

1. From the Navigation pane, click MAIL.
2. From the Folders list, select the folder you want to search
   The folder contents appear.
   NOTE: You cannot search the Calendar.
3. Above the folder contents, click the ▼ in the Search text box ▼ specify where the search should be performed
   NOTE: Selecting Set Default Location will allow you to choose what the Search bar automatically chooses when you select the present folder. Each folder can have a different default location.
4. In the Search text box, type the search criteria
5. Click SEARCH.
   Outlook searches for the text in the specified area(s). The results appear in the folder contents.
6. OPTIONAL: To perform another basic search, repeat steps 3–5
7. To end your search, click CLEAR.

Searching with Advanced Options

The advanced search allows you to set additional preferences to further specify what messages the Search tool will retrieve.

1. From the Navigation pane, click MAIL.
2. From the Folders list, select the folder you want to search
   The folder contents appear.
   NOTE: You cannot search the Calendar.
3. Above the folder contents, click the ▼ in the Search text box ▼ specify where the search should be performed
   HINT: If you are searching a message's sender or receiver, this step is optional.
   NOTE: Selecting Set Default Location will allow you to choose what the Search bar automatically displays when you select the present folder. Different folders can have different default locations.
4. Click SHOW ADVANCED SEARCH.
   Additional search options appear.

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5. To specify what part of a message to search
   a. Select *Results in*
   b. From the *Results in* pull-down list, select the desired option

6. To search a message's sender or receiver
   a. Select *Sent to/From*
   b. From the *Sent to/From* pull down list, select the desired option
   c. In the *Sent to/From* text box, type the name or address of the sender or receiver

7. To search by category
   a. Select *Category*
   b. From the *Category* pull-down list, select the desired category

8. In the *Search* bar, type your search criteria
   HINT: If you are searching a message's sender or receiver, this step is optional.

9. Click **SEARCH**
   Outlook searches for the text in the specified area(s). The search's results appear in the folder contents section.

10. OPTIONAL: To perform another advanced search, repeat steps 3–9

11. To clear your search, click **CLEAR**