Search Tool - Safari

After you have received a number of messages, it may be difficult to find a specific message. Using criteria such as the sender, subject, or keywords in the message body, you can use the Search tool to find specific messages.

NOTE: You can search the Address Book from the Search pull-down list. For more information about searching your Address Book, refer to Using the Address Book.

1. From the Navigation pane, click MAIL.
2. From the Folders list, select the folder you want to search.
   The folder contents appear.
3. OPTIONAL: To view all available folders
   a. Click CLICK TO VIEW ALL FOLDERS
   b. From the pull-down list, select the desired folder
   c. Click GO.
      NOTE: You cannot search the Calendar.
4. From the toolbar, click the Search pull-down list » select your search criteria.
5. In the Search text box, type your search criteria.
6. Click SEARCH. Outlook searches according to your criteria in the specified area(s). The search results appear in the folder contents section.
7. To end your search, click CLEAR.