

Outlook 2010 Tips and Tricks

Computer Training Source
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Find an Outlook item

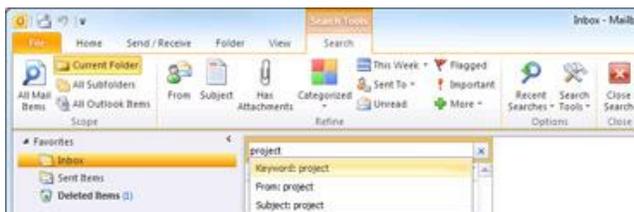
1. In the Navigation Pane (Navigation Pane: The column on the left side of the Outlook window that includes buttons for the Mail, Calendar, and Tasks views and the folders within each view. Click a folder to show the items in the folder.), click the folder that you want to search.
2. In the Instant Search box, type your search text.



- Items that contain the text that you typed appear with the search text highlighted.
 - To narrow your search, type more characters.
3. To widen your search to include all folders, at the end of the search results, click Try searching again.
- To return the insertion point to the Instant Search box, press CTRL+E.
 - When you are finished with the search, you can clear the search by clicking Close Search  next to the Instant Search box.
 - Attachments are searched, but search results from attachments are not highlighted.

Add more search criteria

You can narrow your search by adding criteria. When you click or type in the Instant Search box, the Search Tools tab is created. In the Refine group, a number of criteria options help to make the search more specific.



Note Search fields that you add are specific to where you are within Outlook, such as Mail, Calendar, Contacts, Tasks, Notes, Folder List, or Journal. The search fields are also specific to the Outlook e-mail profile (Outlook profile: A profile contains configuration information for email accounts, data files, and information about where your email items are saved) that you are currently using. The search fields persist after you exit and restart Outlook. The search query does not persist.

Reuse a recent search

Your 10 most recent searches are saved and can be reused.

- Click in the Instant Search box, and on the Search Tools tab, in the Options group, click Recent Searches, and then click the search word or phrase that you want to use again.

