

# **Using Search Folders**

#### Objective

This document provides instructions on how to use search folders in Outlook 2013 (after your LAUSD mailbox has migrated to Office 365).

A Search Folder is a virtual folder that provides a view of all email items that match specific search criteria. For example, the **Unread Mail** Search Folder enables you to view all unread messages in one folder, even though the messages might be saved in different folders.

# Part 1 - Add a Predefined Search Folder

1. Select the **Folder** tab in the top left corner.



### 2. Click the New Search Folder button.

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FILE	HOME	SEND / RECEIVE FOL	LDER VIEW							
New Folde	New Search Folder New	Rename Folder Actions	Mark All Run Rules as Read Now	AU Show All Folders A to Z <sup>™</sup> Recover Clean Up	o Folder <del>•</del> II Deleted Items F	Show in Favorites	View on Server Online View	Policy	Folder Permissions Propertie:	Folder Properties

3. This opens the **New Search Folder** window. From the **Select a Search Folder** list, click the Search Folder you want to add.



4. If prompted, under **Customize Search Folder**, specify the search criteria to use.

New	Search Folder	×
Se	lect a Search Folder:	
	Reading Mail	<b>-</b>
	Unread mail	
	Mail flagged for follow up	
	Mail either unread or flagged for follow up	
	Important mail	
	Mail from People and Lists	
	Mail from and to specific people	
	Mail from specific people	
	Mail sent directly to me	
	Mail sent to public groups	
	Organizing Mail	-
-	uto mine formate Falders	
u	istomize search Folder:	
	Show mail from these people:	
	Choose	
	Search mail in: juliani@sadatrain.onmicrosoft.com	• I
	OK Cancel	

#### 5. Click OK.

New Search Folder					
Select a Search Folder:					
Reading Mail					
Unread mail					
Mail flagged for follow up					
Mail either unread or flagged for follow up					
Important mail					
Mail from People and Lists					
Mail from and to specific people					
Mail from specific people					
Mail sent directly to me					
Mail sent to public groups					
Organizing Mail					
Customize Search Folder:					
Show mail from these people:					
Alicia Thomber Choose					
S <u>e</u> arch mail in: juliani@sadatrain.onmicrosoft.com 💌					
OK Cancel					
*					

6. The Search Folder appears in the Folder Pane on the left, along with messages that match your search criteria.





**Tip**: To change the criteria for a Search Folder, right-click the folder, select **Customize This Search Folder**, click **Criteria**, and then change the criteria.

You cannot change the criteria of Search Folders in the **Reading Mail** group, such as your **Inbox**, **Drafts** or **Sent Items**.

## Part 2 - Create a Custom Search Folder

1. Select the **Folder** tab in the top left corner.

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FILE HOM	E SEND / RECEIVE	FOLDER VIEW							
New New Email Items -	kar Ignore Selean Up + Delete Solunk +	Reply Reply Forward I More - All	¥∎ M ✓ D						
New	Delete	Respond							

### 2. Click the **New Search Folder** button.

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FILE	HOME	SEND / RECEIVE FOL	DER VIEW		
New Folder	New Search Folder New	Rename Folder Kettions	Mark All Run Rules As Read Now Folders A to Z Clean Up Clean Up	Show in Favorites Favorites Online View	Policy Folder Folder Permissions Properties Properties

3. In the **New Search Folder** window, scroll down the **Select a Search Folder** list, and click **Create a custom Search Folder**.

Nev	Search Folder X			
<u>S</u> e	lect a Search Folder:			
	Mail sent directly to me 🔺			
	Mail sent to public groups			
	Organizing Mail			
	Categorized mail			
	Large mail			
	Old mail			
	Mail with attachments			
	Mail with specific words			
	Custom			
	Create a custom Search Folder			
 Ci	Istomize Search Folder:			
	Sgarch mail in: Juliani@sadatrain.onmicrosoft.com 💌			

4. Under **Customize Search Folder**, click Choose.

New Search Folder 🛛 🔀
Select a Search Folder:
Mail sent directly to me
Mail sent to public groups
Organizing Mail
Categorized mail
Large mail
Old mail
Mail with attachments
Mail with specific words
Custom
Create a custom Search Folder
Customize Search Folder:
To specify criteria, click Choose.
C <u>h</u> oose
OK Cancel

5. This opens the **Custom Search Folder** window. Type a name for your custom Search Folder.

Custom Search Folder	×
<u>Name:</u>	
Select "Criteria" to specify what iten this Search Folder contains.	<u>C</u> riteria
Mail from these folders will be included in this Sea	rch Folder:
juliani@sadatrain.onmicrosoft.com	<u>B</u> rowse
OK	Cancel

6. Click **Criteria** to open the **Search Folder Criteria** window, and then select the options that you want.

Search Folder Criteria	Search Folder Criteria	Search Folder Criteria
Search for the word(s):	Categories	Find items that match these <add below="" criteria="" from="" list="" this="" to=""></add>
From       Sent To       Where I am:       the only person on the To line       Time:       none	Whose importance is:     normal       Only items which:     are flagged by me       Match case	Define more criteria: Field Condition Value
OK Cancel Clear All	Size (kilobytes)       doesn't matter     0     and     0       OK     Cancel     Clear All	Add to List
6a. Messages Tab	6b. More Choices Tab	бс. Advanced Tab

- a. The **Messages** tab contains criteria on the message content or properties, such as sender, keywords, or recipients.
- b. The **More Choices** tab contains criteria on other message conditions, such as importance, flags, attachments, or categorization.

- c. 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.
- 11. Click **OK** to close each open dialog box.

Search Folder Criteria	Custom Search Folder	New Search Folder
Messages More Choices Advanced Search for the word(s): proposals In: subject field only From Sent To Where I am: the only person on the To line Time: none Arytime OK Cancel Clear All	Name: Proposals Select "Criteria" to change what items this Criteria Mail from these folders will be included in this Search Folder: Juliani@sadatrain.onmicrosoft.com OK Cancel	Select a Search Folder: Mail sent directly to me Mail sent to public groups Organizing Mail Categorized mail Large mail Old mail Mail with attachments Mail with specific words Custom Create a custom Search Folder Customize Search Folder: To specify oriteria, dick Choose. Proposals OK Cancel

12. The Custom Search Folder appears in the Folder Pane on the left, along with messages that match your criteria.

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FILE HOME SEND / RECEIVE	FOLDER VIEW			
New New Search Folder Folder Folder Aww	Copy Folder Copy	Mark All Run Rules Show All as Read Now Folders A to Z Clean U	‱ Clean Up Folder → 殄 Delete All 전 양 Recover Deleted Items	Show in Favorites Favorites Permissions Properties
<ul> <li>✓ Favorites</li> <li>✓ Pipeline</li> </ul>	Search Proposals (Ct All Unread	rr(+ E) 🔎 By Fo	)   Current Folder →	Ca Reply Ca Reply All Ca Forward Tue 5/27/2014 11:31 PM
▲ Search Folders Alicia Thomber Fax Micced Colls	<ul> <li>Inbox</li> <li>Northwind Tr.</li> <li>The "Northwind T</li> <li>Now you can sen</li> </ul>	aders 'raders" site has a new mailbox d mail to	5/27/2014	Alan Steiner; Alicia Thomber; Allie Bellew; Amy Alberts; Anne Wei Greg Winston; Jamie Reding; Jeff Hay; Julian Isla; Karen Berg; K
Proposals	Kelly Krout RE: Action Requir I´m also available	r <mark>ed: Northwind Traders Contract</mark> to help out if you need anything	! <b>D &gt;</b> 5/27/2014	Client Action Items
Voice Mail	Molly Clark RE: Action Requir	red: Northwind Traders Contract	5/27/2014	Now you can send mail to <u>NorthwindTraders@</u>