



Using Search Folders

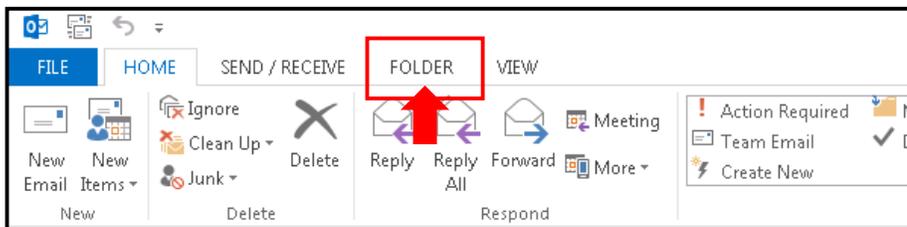
Objective

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

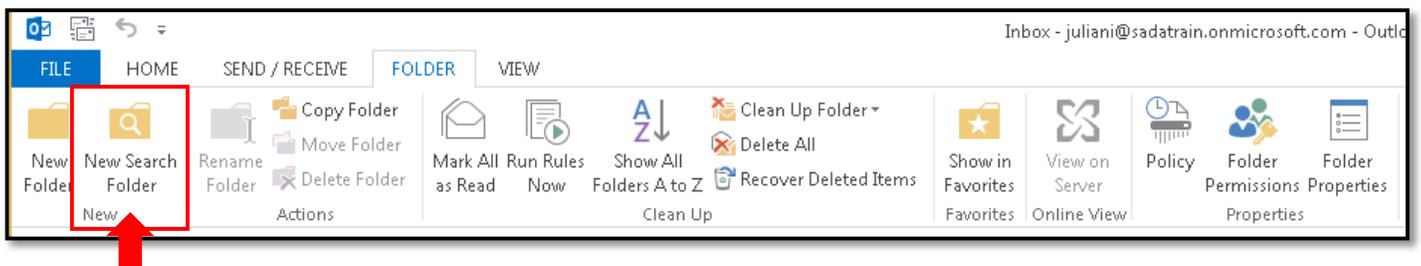
A Search Folder is a virtual folder that provides a view of all email items that match specific search criteria. For example, the **Unread Mail** Search Folder enables you to view all unread messages in one folder, even though the messages might be saved in different folders.

Part 1 – Add a Predefined Search Folder

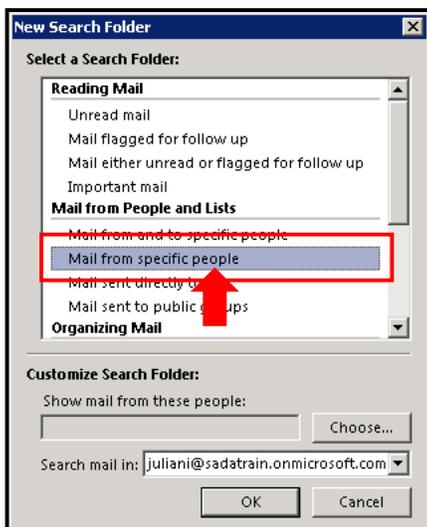
1. Select the **Folder** tab in the top left corner.



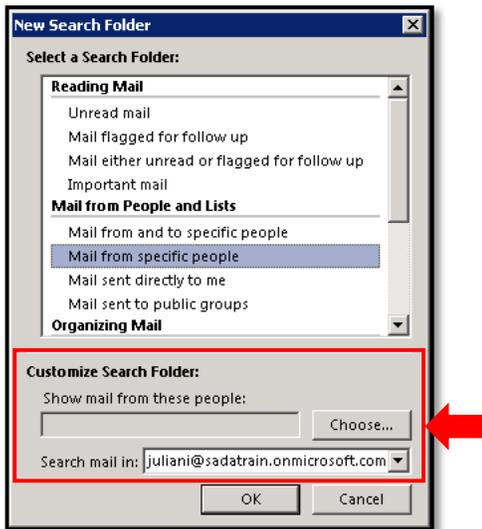
2. Click the **New Search Folder** button.



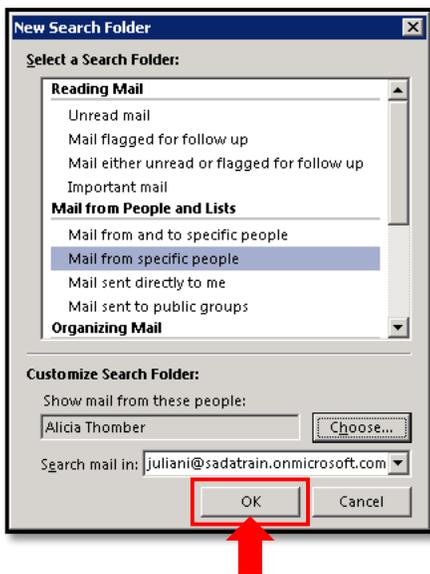
3. This opens the **New Search Folder** window. From the **Select a Search Folder** list, click the Search Folder you want to add.



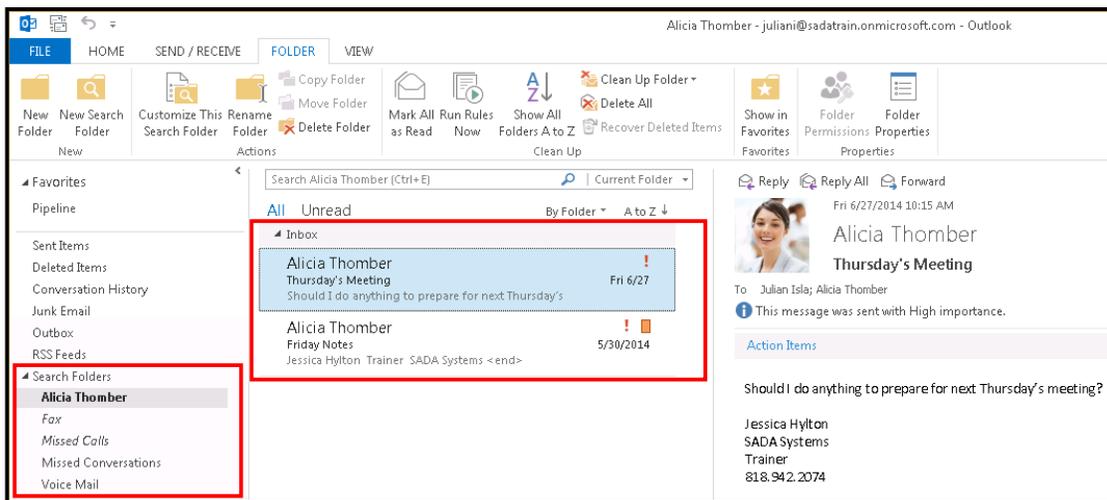
4. If prompted, under **Customize Search Folder**, specify the search criteria to use.



5. Click **OK**.



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



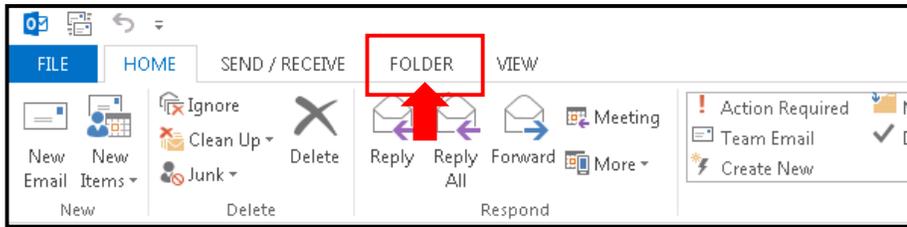


Tip: To change the criteria for a Search Folder, right-click the folder, select **Customize This Search Folder**, click **Criteria**, and then change the criteria.

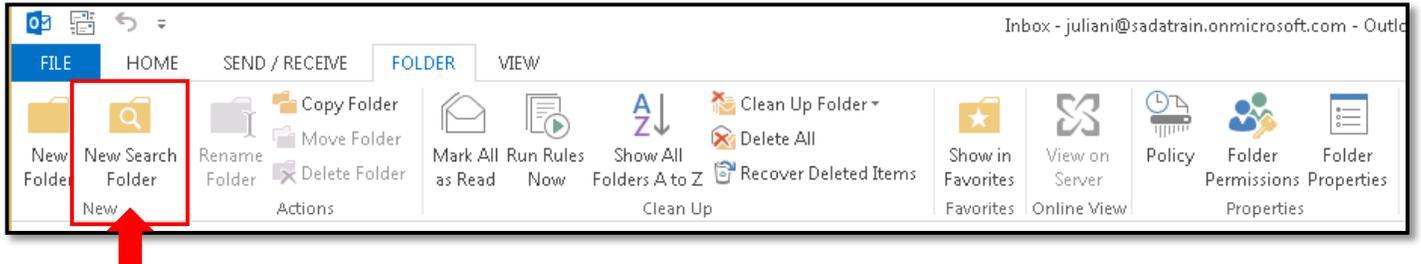
You cannot change the criteria of Search Folders in the **Reading Mail** group, such as your **Inbox**, **Drafts** or **Sent Items**.

Part 2 – Create a Custom Search Folder

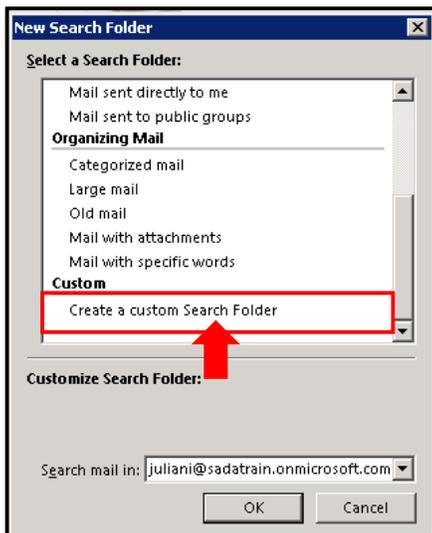
1. Select the **Folder** tab in the top left corner.



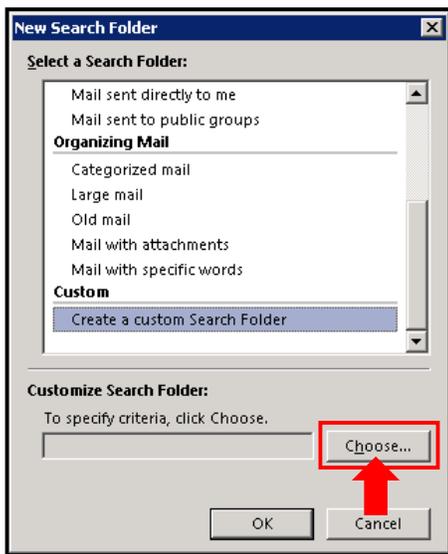
2. Click the **New Search Folder** button.



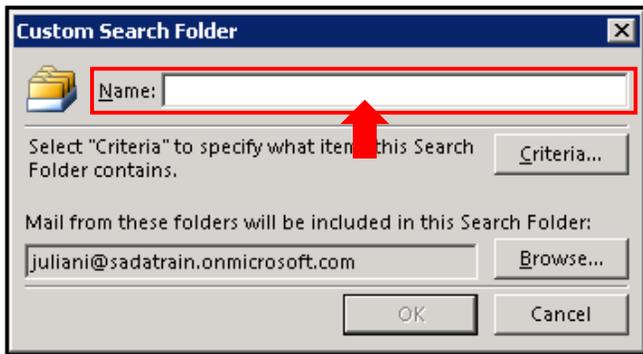
3. In the **New Search Folder** window, scroll down the **Select a Search Folder** list, and click **Create a custom Search Folder**.



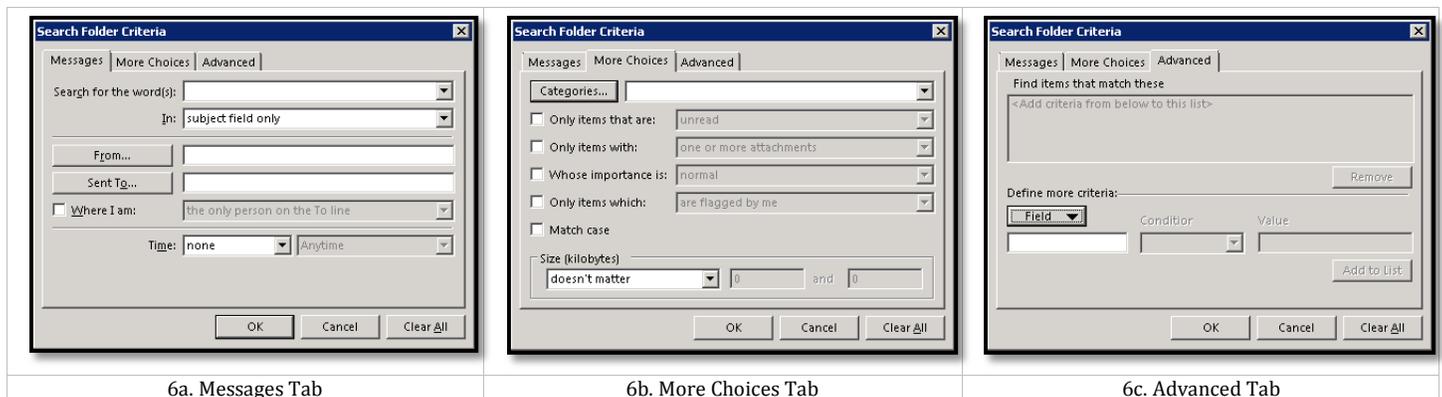
4. Under **Customize Search Folder**, click **Choose**.



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



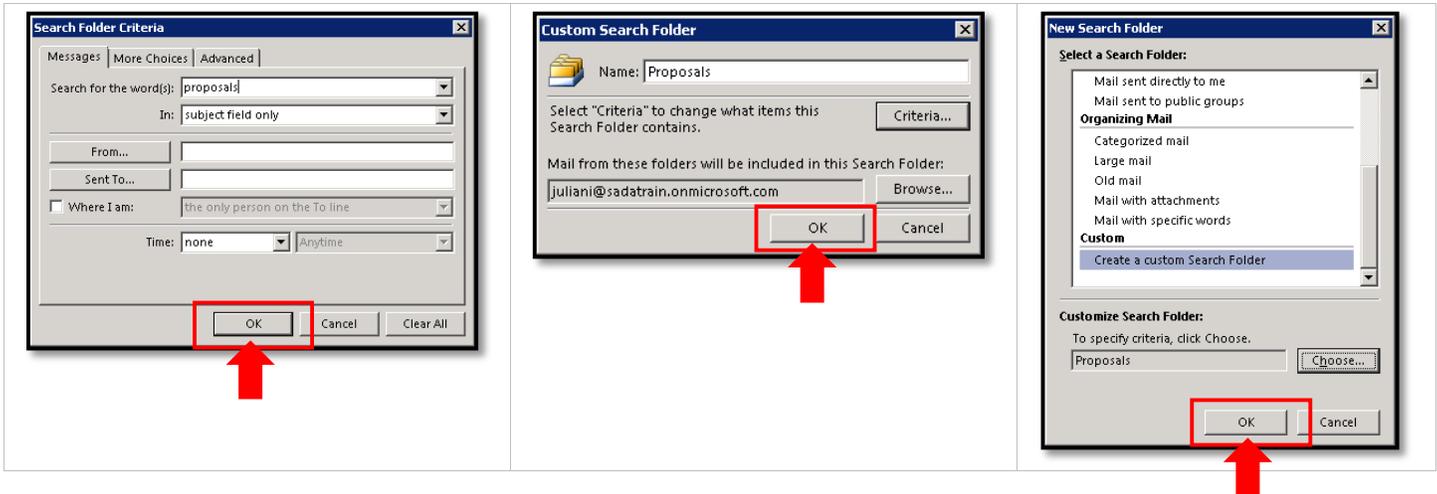
6. Click **Criteria** to open the **Search Folder Criteria** window, and then select the options that you want.



- The **Messages** tab contains criteria on the message content or properties, such as sender, keywords, or recipients.
- 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.



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

