Searching for specific emails in Outlook 2010

There are several ways to search for specific emails in Outlook. This document first provides instruction for the simplest method. A more advance search method follows.
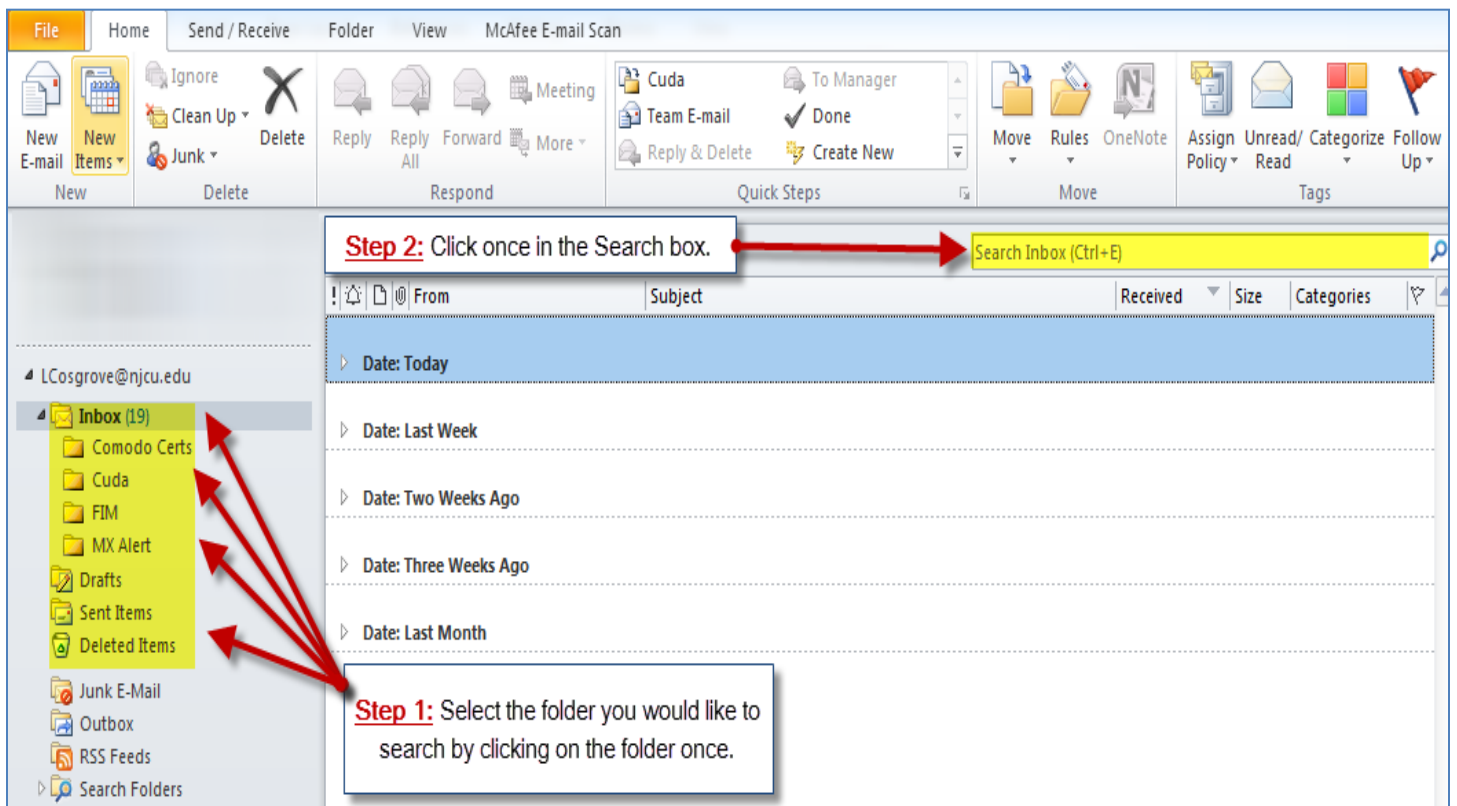

Figure 1. Section of the main Outlook application window

Notes:

- **You can only select one folder per search.**

- **The selected folder name will be reflected in the Search box. For example, if you select the "Cuda" folder in the Navigation pane the search box would show "Search in Cuda", etc.**
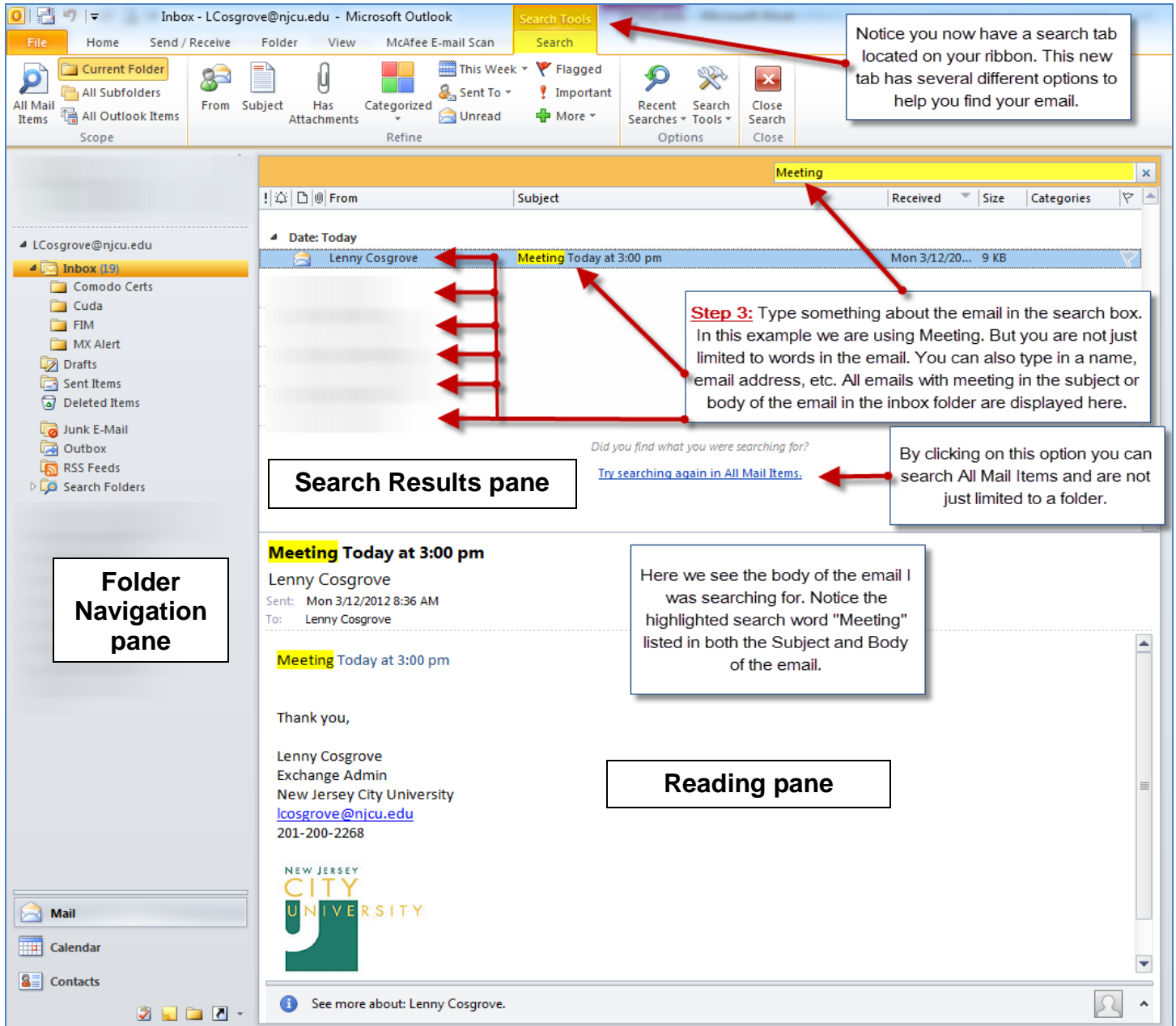
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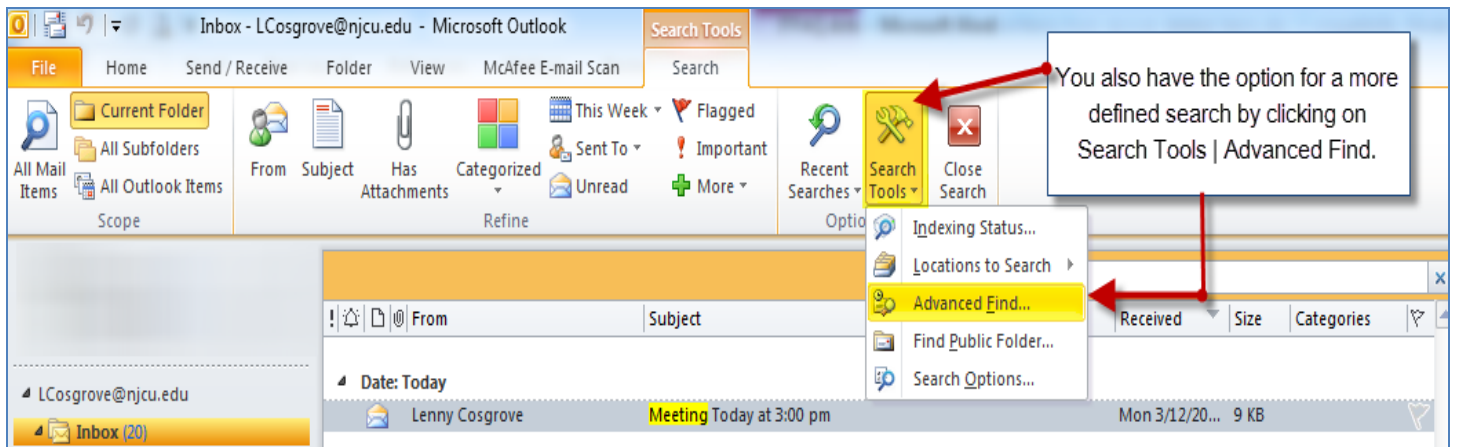**Figure 2. The complete main Outlook application window**

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Figure 3. Section of main Outlook application window

Figure 4 shows the Advanced Find window. By clicking on the down arrow in the Look for: drop down box we have several different options to choose from. For this example we are going to choose Messages.
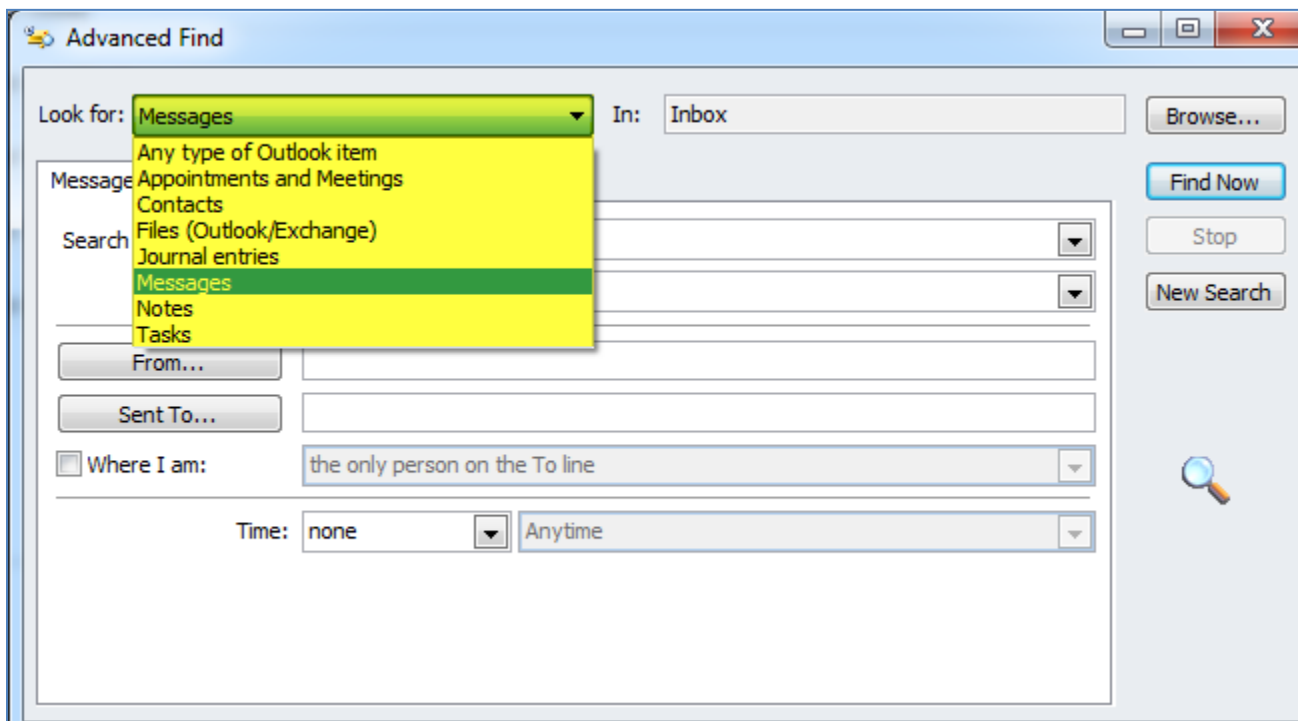

Figure 4. Advanced Find dialog window

Notes:

- **Enter search criteria into the desired criteria input boxes.**
- **Click the Find Now button to begin your search**
- **Clicking the Browse button (upper right corner) brings up a new Folder dialog window that allows you to select one or more folders in all message stores that are attached to Outlook, by clicking a check box next to the folder name.**