

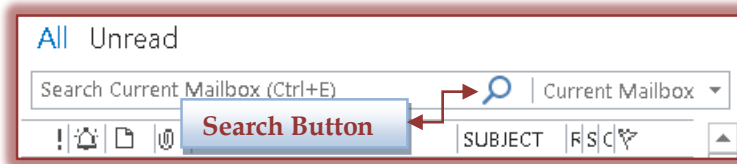
FIND AND ORGANIZE E-MAIL MESSAGES

With Outlook, it is possible to select from a number of messages and delivery options, filter messages, setup personal folders, and setup address books. It is possible to configure Outlook to be as convenient and useful as possible.

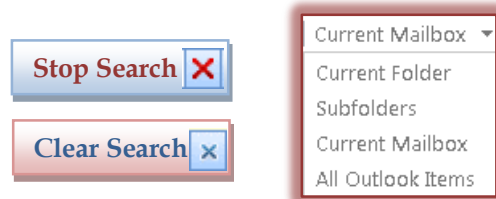
FIND MESSAGES

As the structure of your folders becomes more complex and the number of messages received increases, it will become more difficult to locate a message. Instead of trying to manually search for each of the messages in the e-mail folders, it is possible to use the **Find** feature to locate a message or group of messages. The Find command searches for text listed in the To, CC, or Subject text boxes.

- ✦ Click the **Search** box at the top of the **Messages** list (see illustration below).



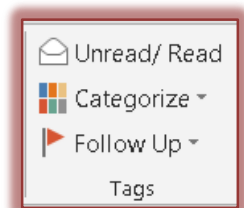
- ✦ Type a name, word, or phrase into the **Search** box.
- ✦ Click the **Search** button.
- ✦ The **Messages** in the specified folder will be searched.
- ✦ Only those messages that contain the data input into the **Search** box will be displayed.
- ✦ The **Search** button will change to a **Stop Search** button.
- ✦ When the **Stop Search** button is clicked, a **Clear Search** button will appear.
- ✦ The **Search** box will be cleared.
- ✦ To broaden the **Search**, click the list arrow next to **Current Mailbox**.
- ✦ Select one of the options from this box as shown in the illustration below

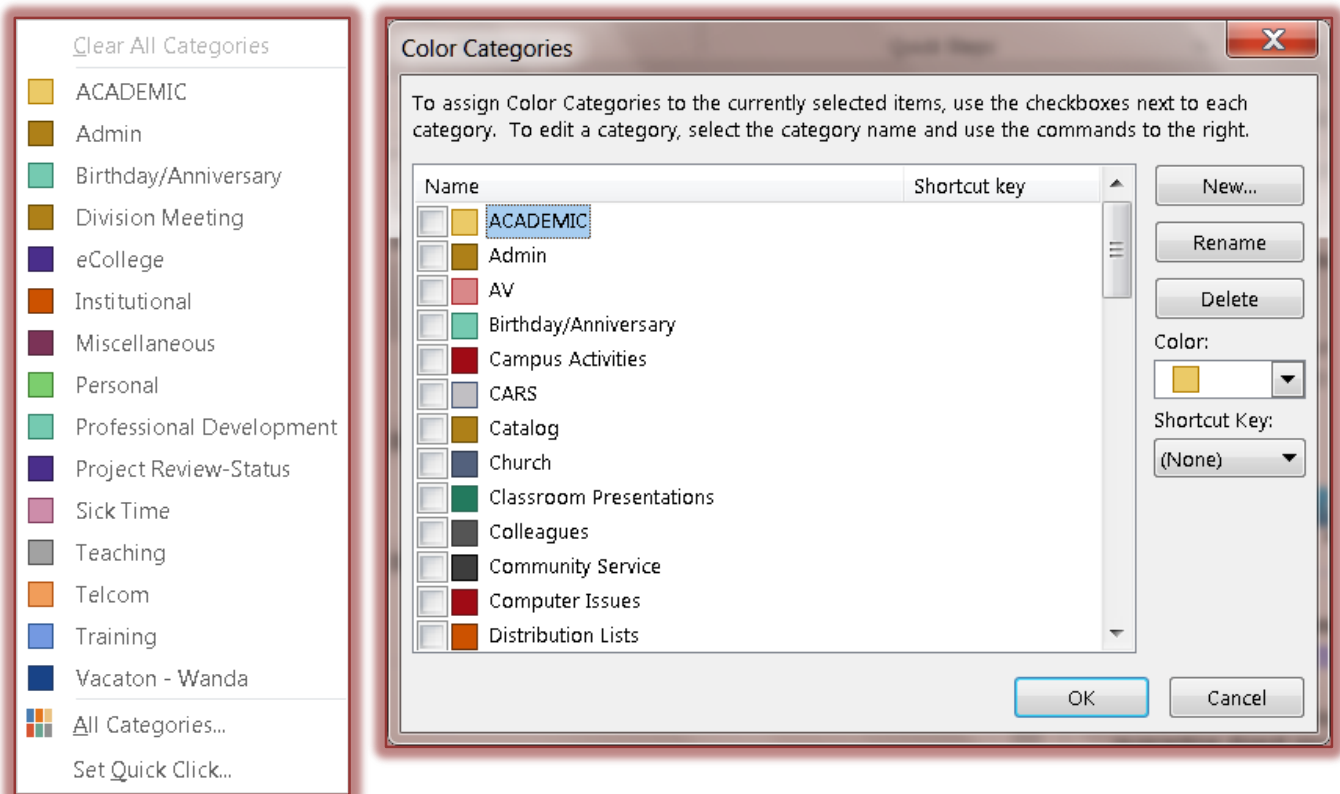


ASSIGN CATEGORY TO MESSAGE

Categories are a way of organizing messages. Messages can be sorted or filtered by Category.

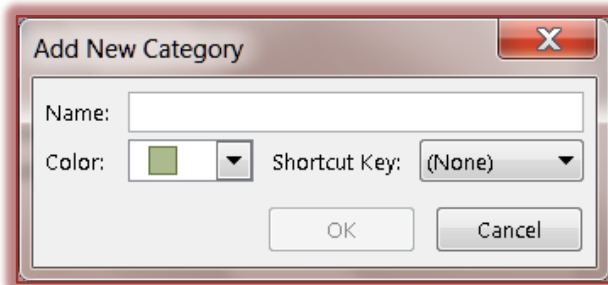
- ✦ Click the message to which the category is to be assigned.
- ✦ Do one of the following:
 - ✦ Right-click the message and then click **Categorize**.
 - ✦ On the **Home Tab** in the **Tags Group**, click **Categorize** (see illustration at right).
- ✦ A list of **Categories** will appear (see illustration next page left).
- ✦ Click any of the **Categories** that apply to this message.
- ✦ To locate more **Categories**, click the **All Categories** option.
- ✦ The **Color Categories** dialog box will display (see illustration on next page right).
- ✦ Click the check mark next to any **Categories** that are to be assigned to the message.





✚ To create a new **Category**:

- ✦ Click the **New** button.
- ✦ The **Add New Category** dialog box will display (see illustration below).



- ✦ In the **Name** box, input a name for the category.
- ✦ In the **Color** list, select a color for the category.
- ✦ To assign a shortcut key to the category, click the **Shortcut Key** list and select one of the options.
- ✦ Click **OK** to exit the **Add New Category** dialog box.

✚ To change the name of a **Category**:

- ✦ Click the **Rename** button.
- ✦ A box will appear around the **Category Name** and the name will be highlighted.
- ✦ Input the new name and then press the **Enter** key on the keyboard.
- ✦ The new name will appear in place of the old one.

✚ To delete a **Category**, click the **Delete** button.

✚ To change the color of a **Category**, click the **Color** list arrow and select a color.

✚ When all the changes have been made, click the **OK** button to exit the **Color Categories** dialog box.

USE SEARCH FOLDERS

These folders are used to show all the files that match a set of search criteria. They can show files from different folders together in one place. A Search folder becomes part of the mailbox. It is always kept up to date. By default, Outlook includes three Search folders.

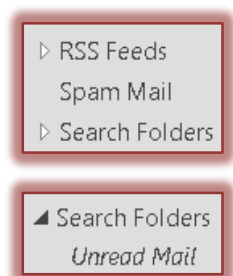
- ✦ **Categorized Mail** – This folder is used to store and retrieve selected search criteria that are created or customized.
- ✦ **For Follow Up** – This folder displays messages that have been flagged for follow up.
- ✦ **Large Messages** – This folder displays messages that are larger than 100 kilobytes (KB).
- ✦ **Unread Mail** – This folder displays messages that are marked as unread.

These folders are virtual folders. Each message in the Inbox is stored in only one folder. The messages that appear in the Inbox may appear in several of the virtual folders. When a message is changed or deleted in a virtual folder, it is changed or deleted in the Outlook folder where it is stored.

Display the Search Folders

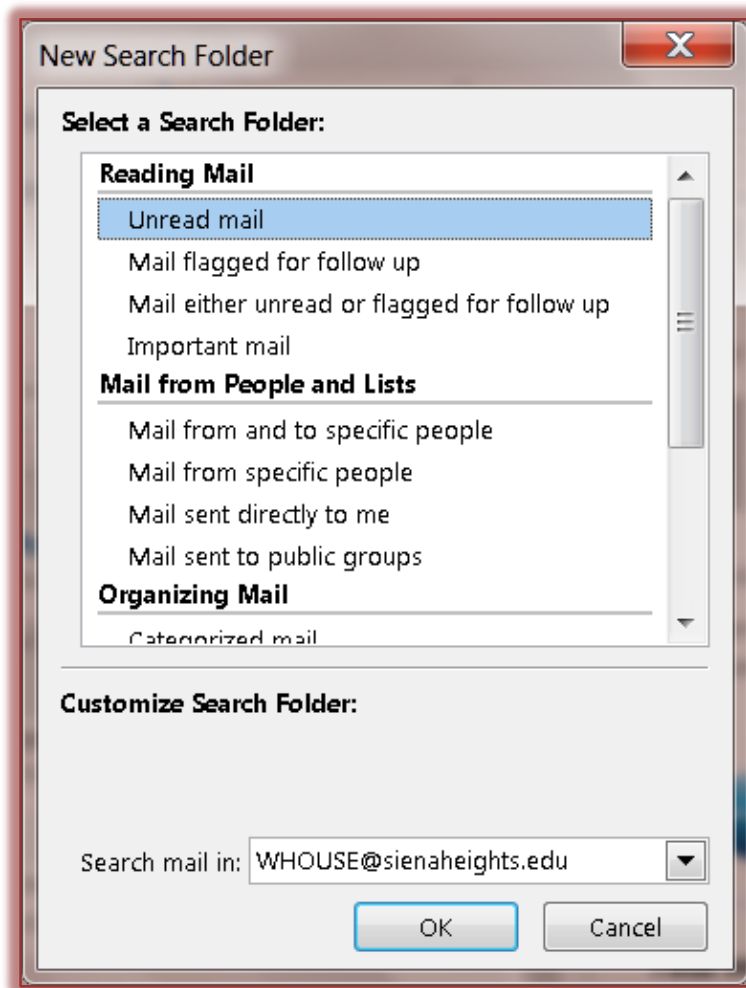
✦ Click the white triangle shape next to the **Search Folders** in the **Mail Folder List**.

- ✦ This folder appears at the bottom of list.
 - ✦ When the arrow is clicked, a list of available **Search Folders** will display.
 - ✦ The default folder is **Unread Mail**.
- ✦ Click one of the search folders to display the contents.
- ✦ Flag one of the messages in the **Inbox**.
- ✦ If the message had not been read, the **Follow Up** folder would be highlighted.
- ✦ Click the **Follow Up** folder link to check for this file.



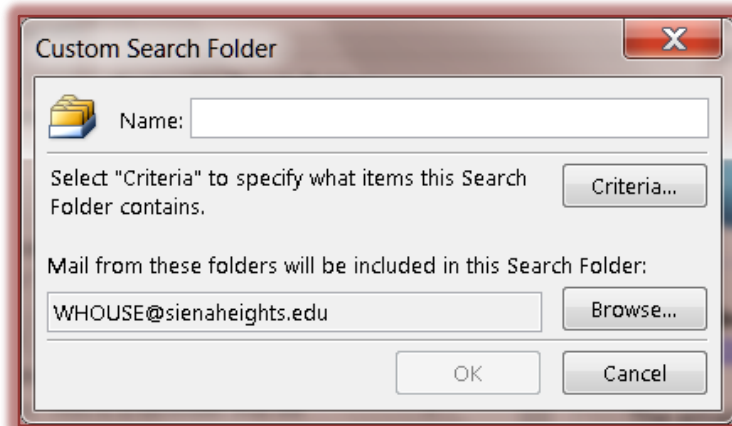
Add a New Search Folder

- ✦ Right-click the **Search Folders** link.
- ✦ Select **New Search Folder** from the list.
- ✦ The **New Search Folders** dialog box will appear (see illustration on next page).
- ✦ Under **Reading Mail**, choose from one of the options, such as **Unread Mail**.
- ✦ Under **Mail from People and Lists**, select one of the options such as **Mail from and to specific people**.
- ✦ For all of the options except **Mail sent directly to me**, click the **Choose** button, to select the person or distribution list for which the messages are to be stored.
- ✦ Under **Organizing Mail**, select one of the following options:
 - ✦ **Categorized Mail** – When categories have been assigned to a message, the message will appear in this folder. It is possible to specify which message category should be displayed in the folder.
 - ✦ **Large Mail** – With this option, the size of the file needs to be specified.
 - ✦ **Old Mail** – When this option is chosen, it is possible to specify the number of days, weeks, or months.
 - ✦ **Mail with attachments** – With this option, all mail containing an attachment will be searched and stored.
 - ✦ **Mail with specific words** – A search will be conducted for the messages that contain the specified words when this option is chosen.



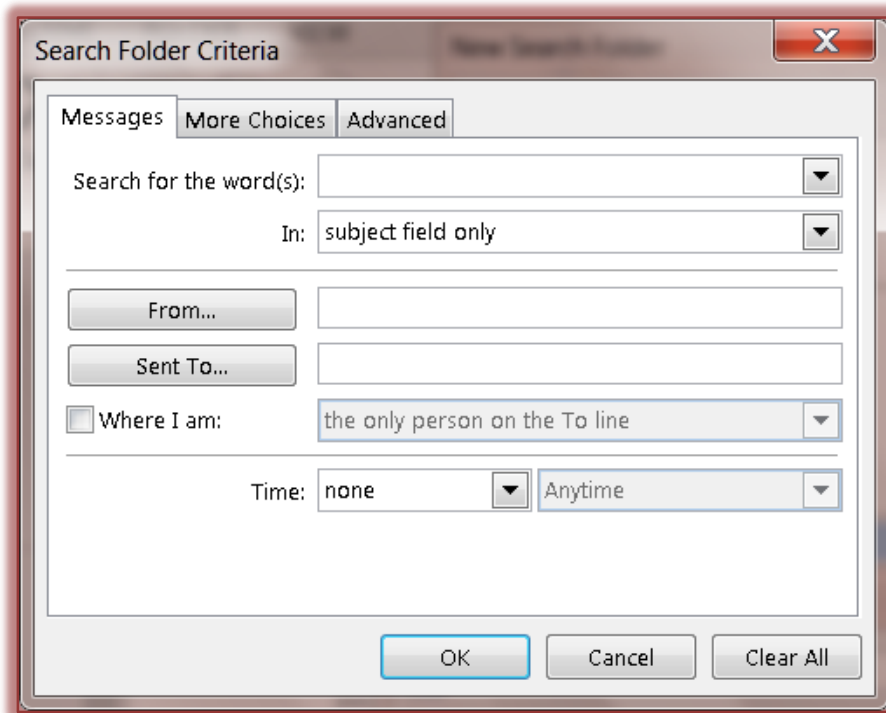
Create Custom Search Folder

- ✦ To create a custom folder, click the **Create a Custom Search Folder** option.
- ✦ To specify criteria for the new **Search Folder**, click **Choose**.
- ✦ The **Custom Search Folder** dialog box will appear (see illustration below).



- ✦ To apply which items the **Search** folder should contain, click the **Criteria** button.
- ✦ The **Search Folder Criteria** dialog box will appear (see illustration on next page).
- ✦ Click the appropriate tab to specify the criteria for this folder.
- ✦ Click **OK** to exit the **Search Folder Criteria** dialog box.

- ✦ Click **Cancel** to exit the dialog box without saving the changes.
- ✦ Click **Clear All** to clear all the criteria from the dialog box.



- ✦ The **Custom Search Folder** dialog box will display.
- ✦ Click the **Browse** button to select the folders that are to be included in this search folder.
- ✦ Click **OK** to exit this dialog box and return to the **New Search Folder** dialog box.
- ✦ Click **OK** to exit the **New Search Folder** dialog box.