FILTER CONTACT VIEW

When using this feature, it is possible to display items in a folder that match certain criteria. It is only possible to apply a filter to the Current View. If the view is changed, all the available contacts will be displayed. To filter the Contacts list, complete the steps below.

† Click the View Tab in the Contact window.
† In the Current View Group, click the Change View button arrow.

† Click the Manage Views link.
† The Manage All Views dialog box will display.

† In the View for Folder list, select the view that is to be changed.
† Click the Modify button.
† The Advanced View Settings window will display.
† Click the Filter button.
The **Filter** dialog box will appear.

This dialog box has four different tabs where choices about filtering can be specified.

- In the **Contacts** tab, specify any of the choices in this box.
- Click the **More Choices** tab.
- To have **Contacts** filtered by **Category**, click the list arrow for **Categories** and then select a Category.
- Make a choice from any of the other items by clicking the check box next to the item.
- Once the check box has been clicked, the available list items will appear in the list box.
- Make any choices from the **Filter** dialog box.
- Click the **Clear All** button to remove all the filtering options.
- Click **OK** three times to close all the dialog boxes.
- The filter should be applied to the selected view.