FILTER CONTACT VIEW

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 (see illustration below).

♦ 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 (see illustration on next page).
Click the **Filter** button.

The **Filter** dialog box will appear (see illustration below).

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 after all the choices have been made to filter the Contacts folder.
† Click OK to exit the Advanced View Settings dialog box.
† Click OK again to exit the Manage All Views dialog box.
† The filter should be applied to the selected view.