

OUTLOOK PARAMETERS

How to make the most out of your Outlook search function...

One of the most annoying things about using Outlook mail is when you are looking for an email you KNOW is there, but you just cant find it. You might not even know a combination of who sent it, and/or what it contains, and/or when it arrived. Did you know, in Outlook you can set parameters when searching? This will help you to whittle down your options and hopefully find what you are looking for. Follow the steps below.

Let's say for example, that an important email arrived today and no matter what you search you cant find it...

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- 1** Click mail icon in outlook
 - 2** In the left hand bottom icon menu there is a button with three dots click this and choose 'folders'
 - 3** There will be a 'Search Folders' right click on this and a 'New Search Folder' option will appear, select
 - 4** Opening up the menu, scroll down to 'Custom' and select 'create a custom Search Folder'
 - 5** To customize your search folder you need to specify criteria, click 'Choose'
 - 6** Name the folder 'today' go down to the 'time' drop down selection box and click the option 'received' then next to it select 'today'
 - 7** Follow the 'ok' commands and there in your Outlook you will now have a today folder to review

Please keep in mind there are other parameter selections to utilise this is just one example.