

FINDING AND ORGANIZING CONTACTS

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.

FINDING CONTACTS

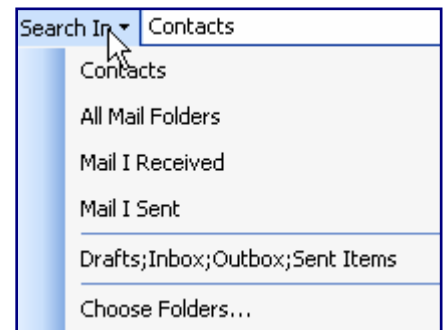
As the structure of your folders becomes more complex and the number of messages received increases, it will become more difficult to locate a message. Instead of trying to manually search for each of the messages in the e-mail folders, it is possible to use the **Find** feature to locate a message or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

- ✦ Click the **Find** button on the toolbar (see illustration at right).
- ✦ The **Find Pane** will display (see illustration below).



- ✦ Type a name into the **Look for** box on the **Find Pane**.
- ✦ Click the **Search In** list arrow to change the folder that is to be searched. The options here are:

- ✦ **Contacts** - This option will search your Contacts folder for the specified name.
- ✦ **All Mail Folders** - To search in all the Inbox folders for the name, click this option.
- ✦ **Mail I Received** - When this option is selected, your Inbox and all the folders in the Inbox will be searched.
- ✦ **Mail I Sent** - Click this option to have the Sent Items searched for the specified name.
- ✦ **Drafts; Inbox; Outbox; Sent Items** - This option is used to search all of the mail folders for the specified name.
- ✦ **Choose Folders** - This option will bring up the **Select Folders** list. In this list, you can choose which folders are to be searched.



- ✦ The default for this option is Contacts.
- ✦ Click the **Find Now** button.
- ✦ The messages in the specified folder will be searched.
- ✦ Only those contacts that contain the name input into the **Look for** box will be displayed.
- ✦ To display all the contacts again, do one of the following:
 - ✦ Click the **Clear** button on the **Find Pane**.
 - ✦ Click the **Find** button on the toolbar.
- ✦ All the messages in the **Contacts** folder will display.
- ✦ If the **Find** button was clicked, the **Find Pane** will close.

ASSIGNING A CATEGORY TO A CONTACT

Assigning a category to an e-mail message is similar to assigning a category to a Contact. To do this:

- ✦ Click the message to which the category is to be assigned.
- ✦ Do one of the following:
 - ✦ Right-click the contact and then click **Categories**.
 - ✦ Click **Edit** on the **Menu Bar** and then click **Categories**.
- ✦ The **Categories** dialog box will display (see illustration at right).
- ✦ Under **Available Categories**, click any of the check boxes that apply to this message.
- ✦ To create additional **Categories**, click the **Master Category List** box.
- ✦ The **Master Category List** dialog box will appear.
- ✦ In the **New** box, input the name for the new category.
- ✦ Click the **Add** button.
- ✦ The new **Category** will appear in the list.
- ✦ The list is in alphabetical order, so you may need to scroll down to see the new category.
- ✦ To remove a **Category** from the list, click the **Delete** button.
- ✦ When all the changes have been made, click the **OK** button.

