

FINDING AND ORGANIZING 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.

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

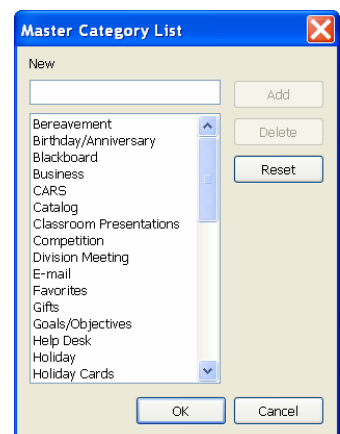
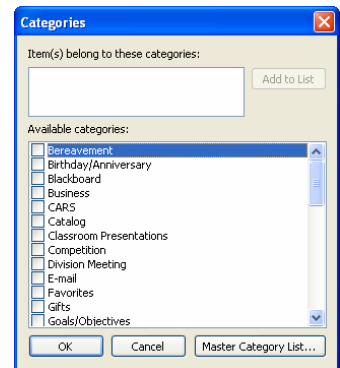


- ✦ Type a word you know is in the message into the **Look for** box on the **Find Pane**.
- ✦ Click the **Search In** list arrow if more than one folder is available in the Inbox.
- ✦ The default for this option is the Inbox.
- ✦ Click the **Find Now** button.
- ✦ The messages in the **Inbox** will be searched.
- ✦ Only those messages that contain the word input into the **Look for** box will be displayed.
- ✦ To display all the messages in the **Inbox** 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 **Inbox** will display.
- ✦ If the **Find** button was clicked, the **Find Pane** will close.

ASSIGNING A CATEGORY TO A MESSAGE

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 message 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.



ADVANCED FIND

When a more complex search needs to be completed, it would be a good idea to use the **Advanced Find** window. This feature provides the ability to search for messages that meet custom criterion by specifying the field along with the results to be located. It is also possible to specify several criteria for a search.

✚ Click the **Options** button on the **Find Pane**.

✚ Click **Advanced Find**.

✚ The **Advanced Find** window will display.

✚ Click the **Look for** list arrow to specify where to search.

✚ Click the **Browse** button at the end of the **In** box to specify the folder for the search.

✚ In the **Search for the word(s)** box, click the list arrow or insert a word to specify the words to search for.

✚ Click the list arrow for the **In** box under **Search for the word(s)**, to select where the search is to be conducted.

✚ To specify that the search is to look for a particular sender, click the **From** box.

✚ To search for a message sent to a particular person, click the **Sent to** button or input a value.

✚ Click any other options in this dialog box to specify additional conditions for the search.

✚ Click the **More Choices** tab to specify additional criteria for the search. These choices are:

✦ **Only items that are** read or unread.

✦ **Only items with** one or more attachments or no attachments.

✦ Those items **Whose importance is** Normal, High, or Low.

✦ **Only items which** have a specified flag color.

✦ **Match Case** looks only for messages that match the case in the message.

✚ Click the **Advanced** tab to specify even more criteria for the search.

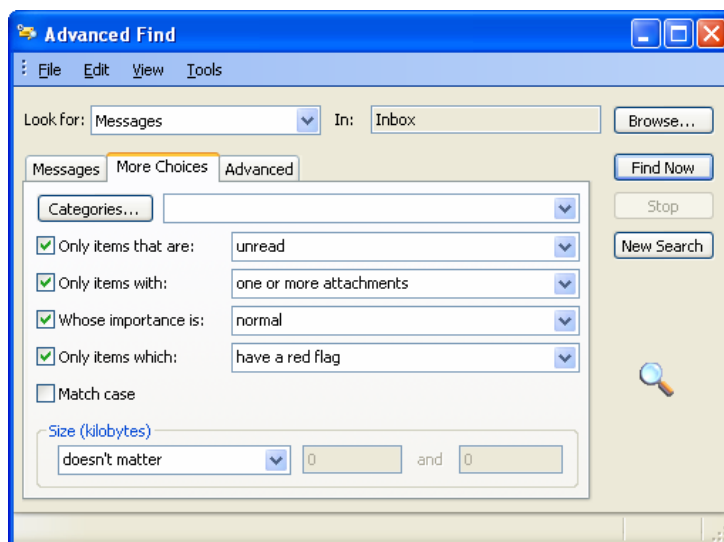
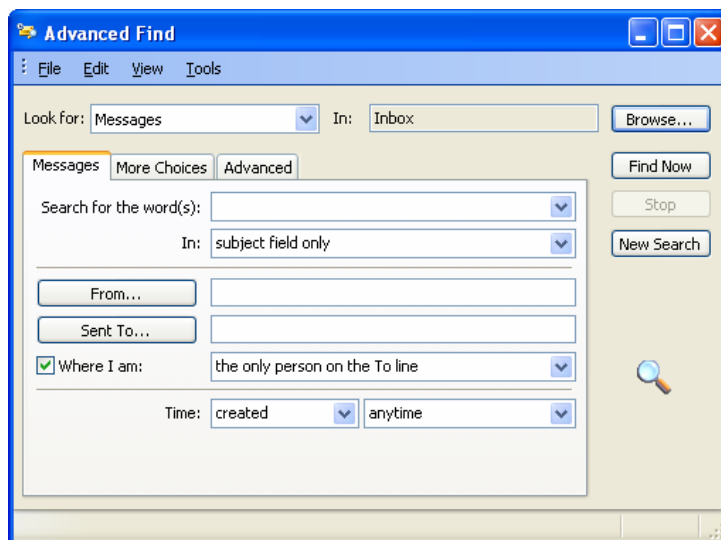
✚ To complete the search, click the **Find Now** button.

✚ A list of the messages that match the specified criteria will display at the bottom of the **Advanced Search** dialog box.

✚ To **Stop** the search, click the **Stop** button.

✚ To specify different criteria for the search or to start a new search, click the **New Search** button.

✚ Click the **Close** button in the upper right corner of the dialog box to close it.



USING 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. Outlook 2003, by default, includes three Search folders.

- ✦ **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.

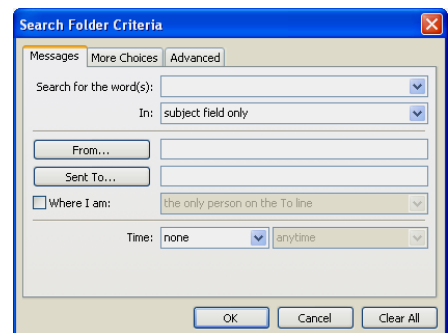
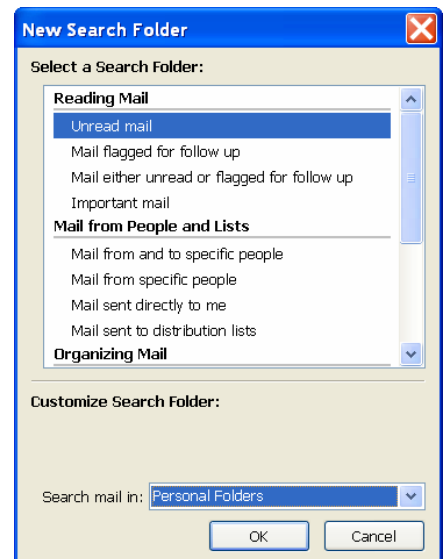
These folders are virtual folders. Each message in the Inbox is stored in only one folder. The messages that appear in the Inbox may appear in several of the virtual folders. When a message is changed or deleted in a virtual folder, it is changed or deleted in the Outlook folder where it is stored.

Displaying the Search Folders

- ✦ Click the plus sign next to the **Search Folders** in the **All Mail Folders** list.
- ✦ Click the **Unread Mail** search folder.
- ✦ All messages that have not been read will appear in this folder.
- ✦ 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.

Adding 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).
- ✦ Under **Select a Search Folder**, 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:
 - ✦ **Large Mail** - With this option, the size of the file needs to be specified.
 - ✦ **Old Mail** - With this option, 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 received this week** - With this option, all mail that has been received within the last week will be stored.
 - ✦ **Mail with specific words** - With this option, a search will be conducted for the messages that contain the specified words.
- ✦ Click the **Create a Custom Search Folder**.
- ✦ The **Search Folder Criteria** dialog box will appear.



- ✦ To apply other conditions to the **New Search Folder**, click the appropriate tab and then select the criteria under that tab that meet the search specifications.
- ✦ Select the criteria that are to be applied to the search.
- ✦ In the **From** and **Sent to** boxes, it is possible to Search for names in both the Global Address Book and the Personal Contacts List.
- ✦ When all the changes have been specified, click the **OK** button.
- ✦ The **New Search Folder** will be stored in the **Search Folders** list.