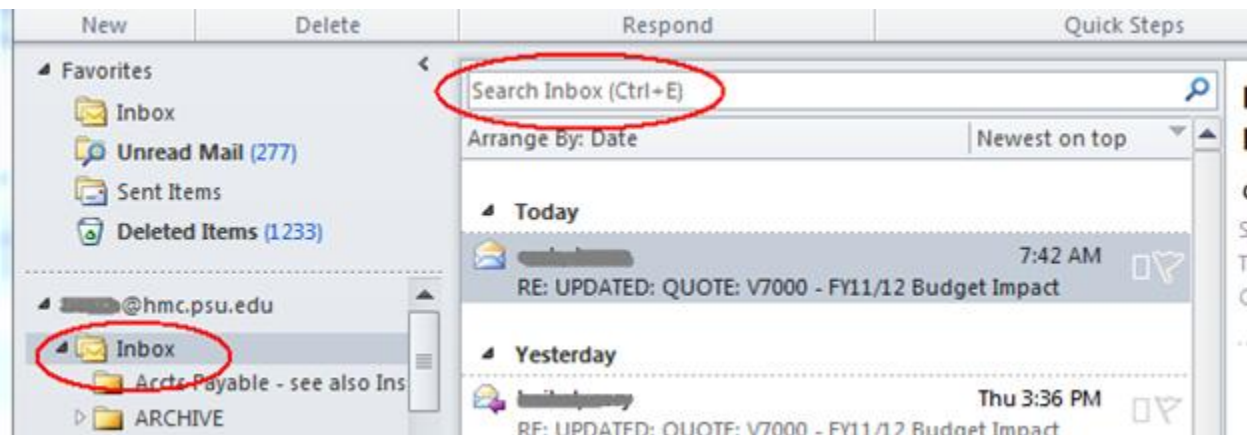


Search your Mailbox

A Search can be performed to find past emails based on your current folder selection, or throughout your entire mailbox (including your archive files).

To perform the search follow the steps below:

1. Select the folder to search (in this example the entire Inbox is selected), then enter your search criteria.

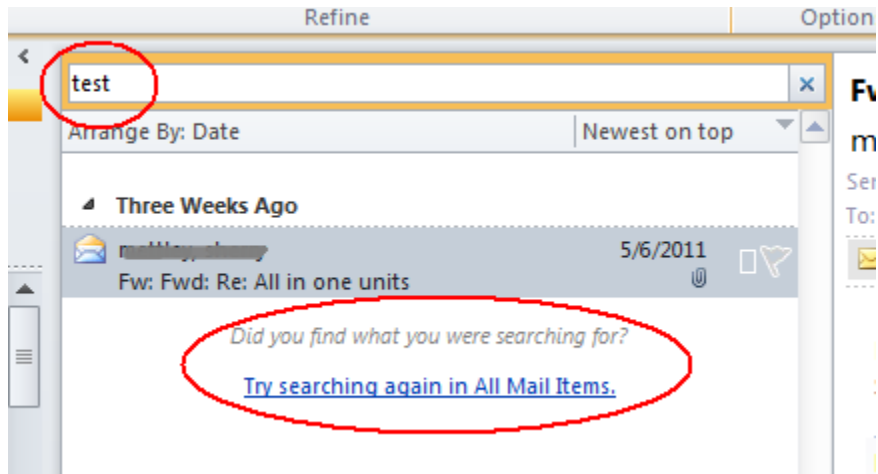


2. Email that contains the search word(s) will display (other email that does not contain the search word will be filtered from view).

TO SEARCH ALL FOLDERS:

Limiting your search to a specific folder may not find the data you're searching for. It is possible to extend your search. For example, the search below for "test" only provided 1 result and it was not the one we were looking for. Note that Outlook presented an additional search option "*Did you find what you were searching for?*" and provided a link to extend your search to "All Mail

Items".



Clicking this link will perform the search against all your email (including your archive files).