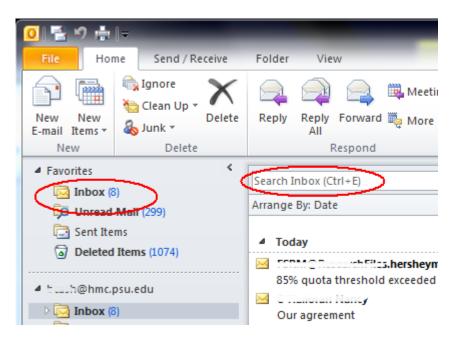
Find all messages with attachments

Instant Search can help you quickly locate all messages that contain a file attachment.



- 1. In the Navigation Pane (Navigation Pane: The column on the left side of the Outlook window that includes buttons for the Mail, Calendar, and Tasks views and the folders within each view. Click a folder to show the items in the folder.), click **Inbox** or the folder that you want to search.
- 2. At the top of the message list, click in the Instant Search box.

**Keyboard shortcut** To jump to the Instant Search box, press CTRL+E.



Tip You can expand the search to all mail folders. On the **Search** tab, in the **Scope** group, click **All Mail Items**.

3. On the **Search** tab, in the **Refine** group, click **Has Attachments**.

By default, the selected mail folder is searched and results appear in the message list (message list: The middle part of the main Outlook window that displays the contents of the selected folder.). If no results are found, you can expand the search to all mail folders, by clicking **Try Again in All Mail Items** in the message list area.

If search results appear, but the item you are seeking doesn't appear and you think it might be located in a different mail folder, click **Try searching again in All Mail Items** in the message list area.

## **Clear Instant Search results**

When you click a different folder in the Navigation Pane, the message list returns to the default view with all items appearing.

You can also use the **Close Search** command on the ribbon.

• On the **Search** tab, in the **Close** group, click **Close Search**.

