Instant Search & Search Folders in Outlook 2010

Quick Reference Card

Enable Instant Search in Windows 7

If you run Windows 7, then Windows Search 4.0 is on by default. If you cannot use Instant Search, it might be that Windows Search is turned off.

1. Click Start, and then click Control Panel.

2. Click Programs, and then under Programs and Features, click Turn Windows features on or off.

3. Select the Windows Search check box.

Enable Instant Search in Windows Vista or earlier

Instant Search is enabled automatically on computers running Windows Vista Service Pack 2 (SP2). If your computer runs a Windows version earlier than Vista SP2, you can download Windows Search 4.0 as follows:

1. Click the File tab.

2. Click Options.

3. Click Search.

4. Under Search Engine Upgrade, click Upgrade Search.

Use Instant Search

1. Press CTRL+E, or click in the Instant Search box.

2. Enter your search criteria.

Outlook displays any matches (messages that contain part or all of your search term) as you type. Typing more text usually narrows the scope of your search and gives you fewer results. The opposite is true if you type less.

Search all folders

By default, Instant Search only reviews one folder at a time, and that's the folder you have selected in the Navigation Pane. Follow these steps to review all your mail folders.

1. Repeat steps 1 and 2 from the previous slide.

2. If you don't see any results, click the Try searching again in All Mail Items link.

That expands the search to all your mail folders.

Note You can do the same thing by clicking All Mail Items, located on the Search contextual tab in the Scope group.

Search all folders automatically

1. Click the File tab, and then click Options.

2. Click Search, and under Results, click All Folders.

3. Optionally, select the Include messages from the Deleted Items folder in each data file when searching in All Items check box.

4. Click OK to close the Options dialog box.

Stop searching

- To stop searching, click any folder in the Navigation Pane, or click the X at the end of the Instant Search box.

Use a predefined Search Folder

1. In Mail, on the Folder tab, in the New group, click New Search Folder.

2. From the Select a Search Folder list, click the Search Folder you want to add.

3. If prompted, under Customize Search Folder, specify the search criteria to use.

4. To select a different mailbox to search, under Customize Search Folder, click the arrow at the Search mail in box, and then select the mailbox from the list.

TIP To change the criteria for a Search Folder, right-click the folder in the Navigation Pane, click Customize this Search Folder, click Criteria, and then change the criteria. Note that you can't change the criteria of the Search Folders in the Reading Mail group, including the Inbox, Drafts or Sent Items folders.

Create a custom Search Folder

1. In Mail, on the Folder tab, in the New group, click New Search Folder.

2. From the Select a Search Folder list, click Create a custom Search Folder.

3. Under Customize Search Folder, click Choose.

4. Type a name for your custom Search Folder.

5. Click Criteria, and then select the options that you want. For example:

   • The Messages tab contains criteria on the message content or properties, such as sender, keywords, or recipients.
   • The More Choices tab contains criteria on other message conditions, such as importance, flags, attachments, or categorization.
   • The Advanced tab enables you to make detailed criteria. Under Define more criteria, click Field, click the type of criteria that you want, and then click the specific criteria from the list. Then in the Condition and Value boxes, click the options that you want, and then click Add to List. Repeat for each criteria you want to add to the Search Folder, and then click OK.

6. Click Browse and select the folders that you want to be searched.

7. Click OK to close each open dialog box.

Delete a Search Folder

Search folders only find and list your messages, they don't actually move them. That means you can delete a Search Folder at any time without deleting any of your data.

   • Right-click the Search Folder you want to remove, click Delete Folder, and confirm the deletion.