

Microsoft Outlook – Search Folders Using Category



Search folders allow you to find messages quickly for example if you have categorized email messages and have filed the email messages away you may wish to have a shortcut way to find all emails with say the “purple category”.

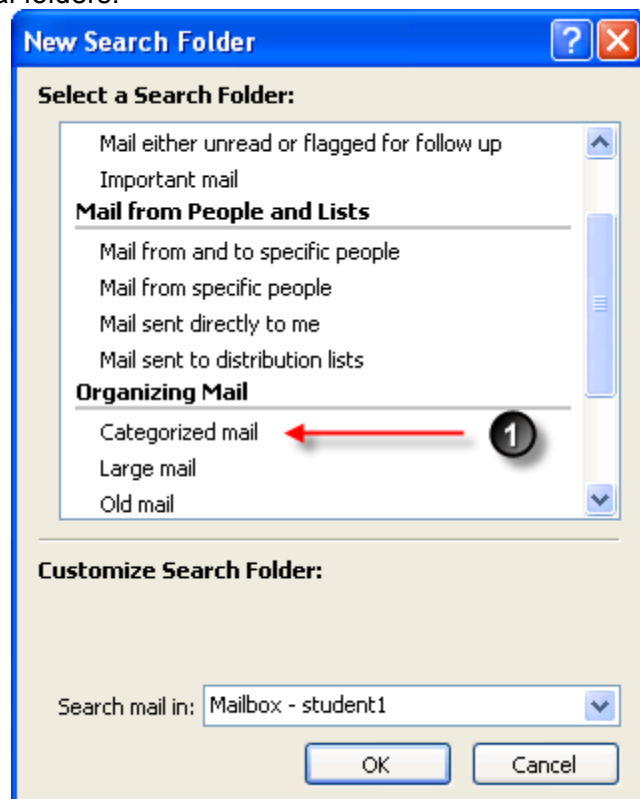
Once you have created a search folder for the category, the search folder for the category will be displayed on the folder list under the “search folders” area.

Messages that have been marked with the desired category are automatically displayed, the messages will still exist in their original folders.

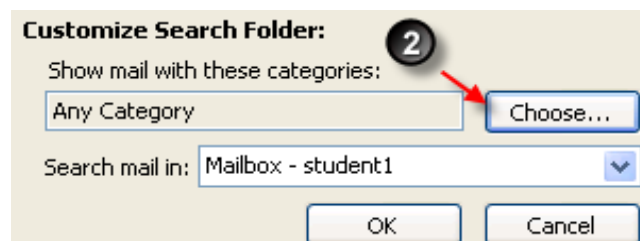
1. **Right Click** over the Search Folders on the Folder list.

From the sub-menu select **New Search Folder**.

In this example we are creating a search folder “by category”.



2. **Select** the Category you wish to create a Search Folder for.



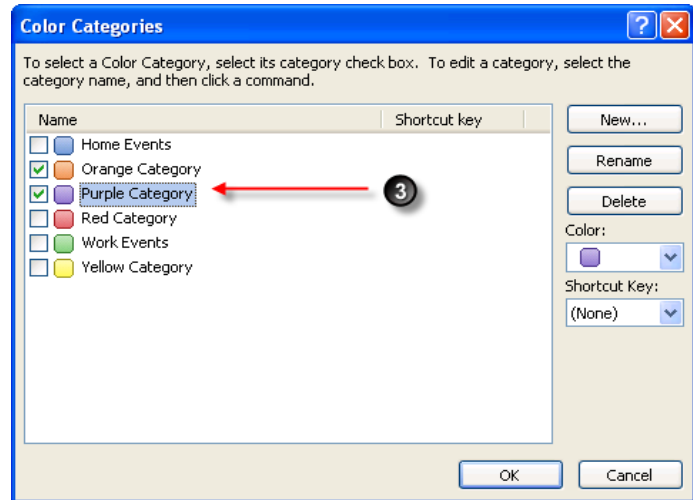
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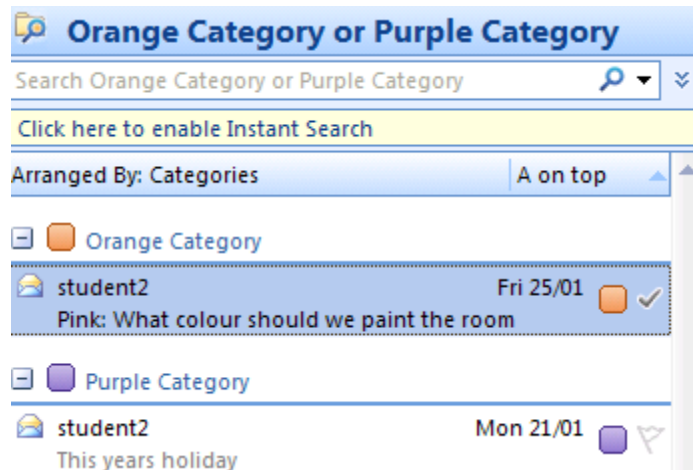
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3. In this example we have selected the “purple category”.

Press **Ok**.

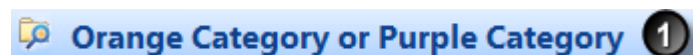


Preview:



Deleting a search folder.

1. Right click on the Category Banner.



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2. **Right-Click** over the search folder that you wish to delete → **Delete** “name of search category”

